CIRCUIT COURT HAMILTON COUNTY TENNESSEE

CATHY EPPINGER

Plaintiff,

V.

UNIVERSITY OF TENNESSEE

AT CHATTANOOGA

Defendant.

Civil Action No. 1:21-CV-00268-KAC-CHS

FILED

JURY TRIAL DEMANDED

JUL 07 2022

Clerk, U. S. District Court Eastern District of Tennessee At Chattanooga

EXHIBITS IN SUPPORT OF AMENDED COMPLIANT FOR DAMAGES

VOLUME A - S (PART 1-75) pages

Cathy Eppinger, Pro Se Plaintiff

1229 Gunbarrel Road

Chattanooga, Tennessee 37421

Voice: 423-994-3777

Email: Keppingr@epbfi.com

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CERTIFICATE OF SERVICE

I hereby certify that the foregoing instrument was delivered to the following persons set out below by U.S. Mail

On this 7th day of July 2022

UNIVERSITY OF TENNESSEE AT CHATTANOOGA

c/o Yousef Hamadeh Esq. Office of the General Counsel 615 McCallie Avenue Chattanooga, TN 37403

THE UNIVESITY OF TENNESSEE

Michael Douglas Fitzgerald, BPR 020079
Attorney of Record, Defendant University of TN
E-mailed: mfitzge8@utk.edu
719 Andy Holt Tower
1331 Circle Park Drive
Knoxville, TN 37996

CATHY EPPINGER

Cathy Eppinger, pro se Plaintiff

E-mailed: <u>keppingr@epbfi.com</u> 1229 Gunbarrel Road

Chattanooga, TN 37421

STATE OF TENNESSEE COUNTY OF HAMILTON

On this _______ day of _______ , 20_______ before me appeared _______ known personally to me to be the person described in and who executed the forgoing instrument and acknowledges that he/she executed the same as his/her free act and will.

Cathy Eppinger, Pro Se Plaintiff

1229 Gunbarrel Road

Chattanooga, Tennessee 37421

Voice: 423-994-3777

Email: keppingr@epbfi.com

Sworn to and subscribed before me

This 7th day of July, 2022

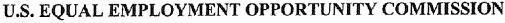
Chi & Muck

Notary Public

My commission expires: 06/23/2075







Nashville Area Office 220 Athens Way, Suite 350 Nashville, TN 37228 (629) 236-2240 Website: www.ccoc.gov

DISMISSAL AND NOTICE OF RIGHTS

(This Notice replaces EEOC FORMS 161 & 161-A)

Issued On: 04/28/2022

To: Mrs. Cathy Eppinger 1229 Gunbarrel Road CHATTANOOGA, TN 37421 Charge No: 494-2021-02639

EEOC Representative and email:

Troy Shick

Investigator

Troy.Shick@EEOC.GOV

DISMISSAL OF CHARGE

The EEOC is closing this charge because: Charging Party filed suit in court.

NOTICE OF YOUR RIGHT TO SUE

This is official notice from the EEOC of the dismissal of your charge and of your right to sue. If you choose to file a lawsuit against the respondent(s) on this charge under federal law in federal or state court, your lawsuit must be filed WITHIN 90 DAYS of your receipt of this notice. Receipt generally occurs on the date that you (or your representative) view this document. You should keep a record of the date you received this notice. Your right to sue based on this charge will be lost if you do not file a lawsuit in court within 90 days. (The time limit for filing a lawsuit based on a claim under state law may be different.)

If you file a lawsuit based on this charge, please sign-in to the EEOC Public Portal and upload the court complaint to charge 494-2021-02639.

On behalf of the Commission,

Digitally Signed By:Edmond Sims 04/28/2022

Edmond Sims

Acting District Director

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

DISMISSAL AND NOTICE OF RIGHTS

To:	Cathy Eppinger
	1229 Gunbarrel Road
	Chattanooga, TN 37421

From:

Memphis District Office 1407 Union Avenue

Suite 900

		Memph	is, IN 38104
		erson(s) aggrisved whose identity is AL (29 CFR §1601.7(a))	
EEOC Charg	je No.	EEOC Representative	Telephone No.
25A-2021-	-08042	Melissa C. Brown, Acting State, Local & Tribal Coordinator	(629) 236-2252
THE EEO	C IS CLOSING ITS FII	E ON THIS CHARGE FOR THE FOLLOWING RI	EASON:
	The facts alleged in the	charge fail to state a claim under any of the statutes en	forced by the EEOC.
	Your allegations did no	t involve a disability as defined by the Americans With D	isabilities Act.
	The Respondent emplo	ys less than the required number of employees or is not	t otherwise covered by the statutes.
	Your charge was not discrimination to file you	timely filed with EEOC; in other words, you waited ur charge	too long after the date(s) of the alleged
	determination about when have no merit. This of	following determination: The EEOC will not proceed the termination investigation would establish violations of letermination does not certify that the respondent is in the merits of any other issues that might be construed a	the statute. This does not mean the claims compliance with the statutes. The EEOC
	The EEOC has adopted	I the findings of the state or local fair employment practi	ces agency that investigated this charge.
X	Other (briefly state)	CP Filed Suit	
		- NOTICE OF SUIT RIGHTS - (See the additional information attached to this form.)	
Discrimina You may file awsuit must ost. (The ti	tion in Employment and a lawsuit against the st be filed WITHIN 90 ime limit for filing suit be	sabilities Act, the Genetic Information Nondisc Act: This will be the only notice of dismissal and o respondent(s) under federal law based on this ch DAYS of your receipt of this notice; or your rigit ased on a claim under state law may be different.)	if your right to sue that we will send you. arge in federal or state court. Your ht to sue based on this charge will be
alleged EP/	Act (EPA): EPA suits A underpayment. This file suit may not be c	must be filed in federal or state court within 2 years means that backpay due for any violations that of ollectible.	(3 years for willful violations) of the occurred more than 2 years (3 years)
		On behalf of the Commission	
	·		July 8, 2021
Enclosures(s)	•	Edmond Sims, Acting District Director	(Date Issued)
cc: Ro	site Delgado	Tennessee Hun	nan Rights Commission

720 McCallie Avenue Chattanooga, TN 37421 Case 1:21-cv-00268-KAC-CHS Document 38-1

UNIVERSITY OF TENNESSEE AT CHATTANOOGA

Director, Office of Equity and Inclusion

202 Human Resources Center, Dept. 5455

Jacqueline Strong-Moss, Esq. STRONG MOSS LAW 1089 Bailey Avenue, Suite C7 FCIsalian 656 2TNP37918-6 of 160 PageID #:

EEOC Form 5 (11/09) Agency(ies) Charge Charge Presented To: CHARGE OF DISCRIMINATION No(s): This form is affected by the Privacy Act of 1974. See enclosed Privacy Act **FEPA** Statement and other information before completing this form. 494-2021-02639 X **EEOC** and EEOC TENNESSEE HUMAN RIGHTS COMMISSION State or local Agency, if any Year of Birth Home Phone Name (indicate Mr., Ms., Mrs.) 423-994-3777 1964 MRS. CATHY EPPINGER City, State and ZIP Code Street Address 1229 GUNBARREL ROAD, CHATTANOOGA, TN 37421 Named is the Employer, Labor Organization, Employment Agency, Apprenticeship Committee, or State or Local Government Agency That I Believe Discriminated Against Me or Others. (If more than two, list under PARTICULARS below.) No. Employees, Members Phone No. (423) 425-4221 UNIVERSITY OF TENNESSEE AT CHATTANOOGA (UTC) 201 - 500 City, State and ZIP Code Street Address 400 PALMETTO ST., DPT # 3553, CHATTANOOGA, TN 37403 No. Employees, Members Phone No. Name City, State and ZIP Code **Street Address** DATE(S) DISCRIMINATION TOOK PLACE DISCRIMINATION BASED ON (Check appropriate box(es).) Farliest Latest 02-05-2021 12-07-2021 RELIGION **NATIONAL ORIGIN** X RACE COLOR SEX GENETIC INFORMATION RETALIATION AGE X DISABILITY **CONTINUING ACTION** OTHER (Specify) THE PARTICULARS ARE (If additional paper is needed, attach extra sheet(s)): I began working for the above-named employer in November 2011, as an Administrative Assistant III. The employer has more than 20 employees. I am African American, disabled and in the protected age group. The employer is aware of my disability. I have constantly been harassed by my co-workers and supervisor, but nothing has been done to stop the harassment. On December 9, 2020, filed a charge of discrimination with THRC (25A-2021-00042). Since the filing of my charge, I have been harassed and intimidated by my supervisor, Anthony Mcclellan. For example, but not limited to; Mr. Mcclelan would eye ball me, speak to me in a harsh manner and at one point, I was standing in a doorway and he looked at me as if he wanted me to move when he could have just used another door. Also, I was denied promotion, my assigned duties of 6 years plus were removed since my State Court filing on July 1, 2021, I was not given an office after being told I was getting one, and I was not given a performance evaluation. Additionally, in March 2021, another White employee, under the age of 40, was promoted to a lead role NOTARY - When necessary for State and Local Agency Requirements I want this charge filed with both the EEOC and the State or local Agency, if any. I will advise the agencies if I change my address or phone number and I will cooperate fully with them in the processing of my charge in accordance with their procedures. I swear or affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief. I declare under penalty of perjury that the above is true and correct. SIGNATURE OF COMPLAINANT Digitally signed by Cathy Eppinger on 12-10-2021 SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE 01:08 PM EST (month, day, year)

EEOC Form 5 (11/09)

CHARGE OF DISCRIMINATION	Charge Presented To:	Agency(les) Charge No(s):
This form is affected by the Privacy Act of 1974. See enclosed Privacy Act Statement and other information before completing this form.	FEPA	
Succession dates and dates and morning and analysis analysis and analysis analysis and analysis analysis and analysis analysis and analysis analysis analysis analysis and analysis a	X EEOC	494-2021-02639
TENNESSEE HUMAN RIGHTS		and EEOC
State or local Agency, if a	any	
position and again, the position was not posted.		
I believe that I have been discriminated against based retaliated against for my protected activity, in violatio Employment Act of 1967, as amended, Title VII of the Gand the Americans with Disabilities Amendments Act o	on of the Age Discrin Civil Rights Act of 19	nination

I want this charge filed with both the EEOC and the State or local Agency, if any. I will advise the agencies if I change my address or phone number and I will cooperate fully with them in the processing of my charge in accordance with their procedures.

I declare under penalty of perjury that the above is true and correct.

Digitally signed by Cathy Eppinger on 12-10-2021 01:08 PM EST NOTARY - When necessary for State and Local Agency Requirements

I swear or affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief. SIGNATURE OF COMPLAINANT

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE (month, day, year)



Assistant Vice Chancellor for Operations

Dept 3553 615 McCallie Avenue Chattanooga, TN 37403 Phone: (423) 425-4687

> Fax: (423) 425-4533 www.utc.edu

MEMORANDUM

TO:

Cathy Eppinger, Administrative Specialist III

FROM:

Anthony McClellan, Executive Director of Facilities Operations

SUBJ:

Performance Improvement Plan

DATE:

May 12, 2022

The University expects all staff members to adhere to University/department policy, follow directives from supervisors, exemplify sound decision-making, behavior, collegiality and professionalism, and manage University resources conscientiously. These responsibilities are essential to our mission of serving students, the University community, and the public.

I have observed specific performance concerns over the past few months in which you have failed to uphold University expectations. While the enclosed Performance Improvement Plan (PIP) addresses these concerns collectively and outlines expectations for improvement, below is a summary of those concerns:

- Failure to exhibit respect and professionalism toward your supervisor. The most recent incident
 involving such behavior occurred on March 25, 2022, in which you exhibited disrespectful and
 unprofessional conduct in your interaction with me after I requested that you correct issues concerning
 the processing of a vendor's late fee assessment.
- Insubordination or refusal to follow instructions or to perform designated work or to comply with directives of your supervisor. Additionally, failure to properly keep me informed of issues concerning matters you are involved with.
- Failure to properly follow policies/procedures for the reconciliation of vendor accounts and for processing late fee/interest assessments on vendor invoices.
- Failure to promote an atmosphere of collegiality and treat co-workers and vendors with respect.

You previously received a Final Written Warning on April 16, 2021, for engaging in some of the same behaviors cited in the enclosed PIP, namely exhibiting inappropriate and unprofessional behavior toward me and co-workers. Instead of terminating your employment at this time, you are being afforded a final opportunity to correct these performance issues. I sincerely hope that you appreciate the serious nature of these concerns and that you take appropriate steps to correct them.

cc: Human Resources

PERFORMANCE IMPROVEMENT PLAN (PIP)

Employee Name:

Cathy Eppinger

Department:

Facilities and Planning

Due to observed performance concerns, you are being placed on a Performance Improvement Plan (PIP) for the next ninety (90) days. Your work will be closely monitored during this time, with formal progress reviews conducted every thirty (30 days). The University reserves the right to take disciplinary action, up to and including termination, at any time if the circumstances warrant it. It is the department's sincere hope that, during this time period, you will reflect on your commitment to our department, the level of integrity and professionalism the department expects of its employees, and the ways in which your behavior and performance can contribute positively to the atmosphere in the department.

1. Performance or Behavior Concern	Failure to exhibit respect and professionalism toward
\\\alpha\mathcal{O}	 Communicates and interacts with supervisor in a disrespectful and inappropriate manner Fails to respond properly to supervisor's requests for information Example: inappropriate March 25, 2022 interaction with supervisor re: supervisor's request for you to correct processing of vendor late fee assessment invoice Example: inappropriate response to supervisor's February 2022 inquiry regarding vendor credit memo/check Example: inappropriate February 25, 2022 interaction with supervisor regarding change of supervisor's physical inbox Example: inappropriate response to supervisor's November 3, 2021 request for prior review of department-wide communications
Expected Results/Steps to Achieve Results	 Exhibit respectful and courteous behavior and communication with supervisor at all times Review and adhere to employee conduct expectations
AFter Gpz 1 16, 200	under University Policy HR0580 — Code of Conduct Properly respond to supervisor requests for information;
AFTER GARI 14, 2012 there has NOT Been Any INCLOIENTS.	do not tell supervisor to seek information from other employees in response to requests – confirm the extent of your knowledge of the matter and then proactively seek
Been Any incloients.	guidance from employees with additional information to share with your supervisor
	 Establish self-development plan for thoughtfully addressing the performance deficiencies noted above,

	which would include completing specific development workshops and seeking additional guidance and resources from HR. Please present development plan to your supervisor for review within one week of receipt of this document.
2. Performance or Behavior	Insubordination or refusal to follow instructions or to
Concern	perform designated work or to comply with directives of supervisor; failure to properly keep supervisor informed of issues concerning matters you are involved with
ALL issues	 Failure to keep supervisor appropriately informed of issues concerning employee pay status, utility disconnection notices, and vendor payments/refunds matters (e.g., employee pay status - Jana Quinn's
New 181 EVET	timesheet; utility disconnection notices - West Campus Housing; vendor payment/refund - Bill Gambol/ L&W Service)
New 151 EVET Lemaner Of Issue	Failure to follow supervisor's instruction to establish conference room booking system through Outlook (supervisor ultimately set up Outlook system after task)
Leaves of Issue	not completed more than 3 months after supervisor's request)
	 Failure to comply with supervisor's repeated directive to complete University training in order to obtain procurement card (P-Card); not performing responsibility to manage departmental P-Card
	• Failure to comply with supervisor's instruction to regularly collaborate with business manager and other co-workers in order to reduce errors and increase efficiency in processing of invoices and department transfer vouchers (e.g., avoided meeting with business manager in December 2021 on multiple occasions despite repeated requests to meet with her to collaborate on improving internal processes; failed to
	meet with business manager to develop back-up support for when you are out of the office; inappropriately responded to business manager's March 16, 2021 inquiry regarding Johnson Controls invoices) • Failure to comply with supervisor's instruction to complete electronic reconciliation of utility accounts within the requested timeframe • Failure to comply with supervisor's directive not to involve Linda Sue Stephens in invoice processing and

Expected Results/Steps to Achieve Results The Hand Theorem. Who NEVEL, The Lorent Told This 3. Performance or Behavior Concern	other work duties with which Ms. Stephens previously assisted before her retirement from full-time position Complete assigned tasks in a timely manner and follow supervisor's directives— Prov.————————————————————————————————————
	 Seek guidance from supervisor regarding appropriate deadlines and prioritization of work assignments Complete required training for obtaining departmental P-Card (within 15 days of date of PIP); upon completion of training, execute steps to manage departmental P-Card Regularly collaborate and communicate professionally with business manager and other co-workers to ensure more efficient and accurate processing of invoices and departmental transfer vouchers No further involvement of Ms. Stephens on recurring, routine business/HR matters. All such matters should be
1	, , , , , , , , , , , , , , , , , , , ,
Concern	reconciliation of vendor accounts and processing of late fee/interest assessments on vendor invoices
	 Failure to perform electronic reconciliation of utility accounts in accordance with University policy and departmental processes in March 2022
Expected Results/Steps to Achieve Results	• Review and ensure compliance with <i>University Policy</i> F10115 and departmental processes re: reconciliation of
	vendor accounts
	Review and ensure compliance with <i>University Policy</i>
	FI0505 re: processing of all late fee/interest assessments • All late fee/interest assessments processed in accordance
	with University Policy F10505: Dehry

Pla. provide what has not Been process timely.

	 Communicate with vendor to verify assessment and, if feasible, negotiate removal or discount of assessment If assessment verified and payable, request separate invoice for late fee/interest assessment (properly documented) Document and keep supervisor informed of communications with vendors for each instance re: late fee/interest assessments
4. Performance or Behavior Concern	Failure to promote an atmosphere of collegiality and treat co-workers and vendors with respect Failure to communicate with co-workers Exhibited unprofessional and disrespectful conduct toward vendor (Mark's Tree Service) re: refund payment to University
Expected Results/Steps to Achieve Results	 Treat co-workers more respectfully and communicate with them as needed; properly and professionally respond to co-worker requests for information Promote atmosphere of collegiality Communicate with vendors respectfully and professionally Prov demil Top.

Progress Meetings/Status:

I will review your progress on each of the above items and conduct follow-up meetings with you every 30 days. Failure to meet and sustain improved performance during the specified timeframe may lead to disciplinary action.

(1) Date	Resolved: Yes No
(2) Date	Resolved: Yes No
(3) Date	Resolved: □ Yes □ No
Signatures:	

Employee Signature	Date $05 - 12 - 2022$
Supervisor/Signature	Date
Witness Signature	Date

May 18, 2022 Cathy Eppinger

Facilities Planning & Management

PETFORMANCE Review/Rebuttol

Performance Review (Rebuttal)

Employee comment:

If in area of my performance do not measure up to job standards, I feel, I should have had some type of AWARENESS, in the form of off the job discussions (verbally), critic concerning areas of concerns. Additionally, when it comes to general performance reviews, it should NOT be a surprise to an employee, involving areas of concerns, or where an employee is not measuring up to job expectations. I feel the employee and manager should identify strong attributes and those areas needing improvement. After the discussion (verbally) a written document of identified area should be given to employee in advance before his or her annual performance. I feel my performance was given in a manner due to my filed complaint with THRC, EEOC, and Federal court which Anthony McClellan is a main character of that compliant. I strongly feel this is retaliatory, as well as, harassment beginning December 2021, when McClellan shared via phone that the university has an investigation. Thereafter, January 2022, I found myself in an interrogation meeting that included McClellan and Judy Brown (Human Relation) in which Ms. Brown prior to the meeting stated that McClellan was on my side via email. (Attachment 1)

(P916)

Issues Per McClellan

*P. Card

Attachment 2

On January 21, 2022, I explained to McClellan how difficult the test is to obtain a P. card and that Debby Corey advised that she had taken the test 20+ times. Until she got frustrated and decided to use a cheat sheet and then offered to me. I explained to McClellan that training should be provided if employee must take that many time to pass a test. This is an educational institution

	McClellan stated that he will see what he can do
	and that he understood. My daily task would not
	allow me to spend that much time on a test and I
	do not wish to take heed to cheating which defeats
	the purpose of learning. I want to understand
	everything needed to hold and be responsible
	for the university money.
*Reconciling accounts electronically	According to Amanda Winesburgh email
Attachment 3 & 4	February 7, 2022, and my understanding
	Electronic Ledger Reconciliation will not go
	live until end of fiscal year. Here, I have not
	seen a date to where/when electronically
	ledgers have gone LIVE, and/or a sit-down
	discussion with McClellan, why? Weekly
	meetings are "so" important. I suggested this
	in a round table meeting but no actions were
	taken due to the fact it was suggested by
	Eppinger.
Final written warning April 16, 2021	*How long will we continued stand on to this
	"write up" when I have been reprimanded
	and not one incident has occurred after April
	16, 2021. Here, I have learned my lesson and
	very sorry that it happened, as well as
	apologized to McClellan. To add,
	Confidentiality:
	On April 16, 2021, why was I approached by
	Kevin Odum regarding my write-up, and on
	April 17, 2021, by Ardarryl Clay. Perhaps,
	McClellan has boasted and shared his actions
	to with other employees. On April 16, 2021,
	there were only three people present in the
	more were only unice people present in the

	V 5 15 CO 31 1
	conference room Laure Pou, McClellan, and
	me. How did this confidential information
	travel? We would not want to think that
	McClellan would share confidential
	information, correct?
Accountability & Dependability	It appears that I am good here and
	(consistently). Question, why did I only
	receive a 3? Please compare this number to
	my counterparts who reports to McClellan:
	Cory McGraw, Debby Corey, Donnie Hodge,
	and Chris Charland. With assurance each of
	them will received their cross the board raise.
Inclusion, Diversity & Engagement	Again, final written warning in which I have
	been cautious yet continued harassed by
	Winesburgh and McClellan.
Decision Making & Problem solving	It appears, I am good here. Why did I only
	receive a 3? Additionally, and agree, if there
	is something I do not understand, I have no
	problem with questions. Please compare this
	number to my counterparts who works under
	McClellan:
	Cory McGraw, Debby Corey, Donnie Hodge,
	and Chris Charland. I assure each of them will
	received their cross the board raise.
March 25, 2022	Vendor late fees. Here, McClellan's level of
	integrity is zero. Untruths exist. The visit to
	his office communicating through a cracked
	door is not inviting. When I view other
	employees, Example; Donnie Hodge was
	offered a seat in his office. McClellan has
	never invited me in his office since my

	complaint. He only communicates thru email
	that is (only me) which is a poor tool to
	communicate. I feel his goal is for me to write
	something that will result in employment
	termination. I have attempted numerous times
	to make it work with McClellan, but he will
	not forgive. He is not a loving individual no
	matter how hard I try.
Follow instruction/perform duties	Here, I have always done what I am asked.
	Always, because I love what I do here and
	most importantly I enjoy/love my team.
	Facilities is a busy department, and I enjoy
	being busy work. What am I missing?
Vendor respect	Whom have I disrespectful? Please give me a
	name so I can apologize and make it right
,	before I die.
Unprofessional behavior	What co-workers, please whom?
Performance/Behavior	Respect toward supervisorfabricated
	Failure to respond properlyplease provide
	information, and please note McClellan never
	interacted verbally and/or come to my office.
	Email can sometimes be overlooked
	especially with the workload I hold.
	Late fees March 25thfabricated. Please
	provided specifics.
February 2022 vendor credit memo/check	The actual date is February 14, 2022. Here,
Attachment 5 please see the attack when	which I explained to McClellan. Winesburgh
the answer is provided. L&W services	handled and talked with the vendor,
•	accounting, and Knoxville. She provided the
	address and advised me to mail, and I mailed

	the check as advised. Please make him stop!
	Please, please. I beg you! I am good people
	and I love my team! We have to much work,
	for the unnecessary drama.
November 3, 2021	Please provide more detail.
Expected Results/Steps to achieve	Exhibit respectfulfabricated. No proof!
Performance or Behavior	All this is brand new instructions! No
	awareness, and/or discussed (sit-down, face-
Not once have we had a sit down talk	to-face) conversations until my review which
regarding changes, and/or expectations. This	results in loss of a cross the board raise:
is not fair to the employee. Email is not a	➤ Utility disconnection noticed, GAS
proper tool of communication especially	here, I had made Tom aware of this
when you have a work overload.	verbally and have always informed
Attachment 6	him.
	➤ Employees pay status
	➤ Meeting see attachment 5 requesting a
	reschedule. Winesburg accepted the
	change, therefore, what is the issue.
•	Please make him stop! Please, I beg
	you! see attachment 5
Conference room booking	This was done the 1 st time McClellan has
3	advised on several occasion to make
	suggestion. When I make suggestions, he is
	never pleased. Example, a calendar identical
	to his 15-minute calendar, he changes. I
	cannot make him happy although, I try very
	hard.
Please note highlight calendar continued	Please note email Tuesday, March 1, 2023.
Attachment 7	McClellan's response "item completed; it
raminon,	1120-1011111 b 100poino 10011 comptones, it

	took less than 15 minutes". If this is so, the
	Facilities department knew nothing of
	McClellan calendar he created. Please provide
	a notification mass email.
	Example: Jean Betters and Michelle Prince
	approach me wanting to book the conference
	room? Why wasn't the Facilities team aware
	of his new 15 minutes calendar in which he
	failed to share with team facilities.
Invoices errors December 21, 2021	Please provide more detail information
Backup	I have always asked Amanda, and/or Linda
	Sue Stephens to cover me with Utilities.
	Nothing has ever been late. And all invoices
	are entered the same day of return.
March 16, 2021, Johnson control invoices	Please provide more detail information
Electronic reconciliation	Here, possibly I am missing something
Attachment 8	because I thought we were to begin this the
	beginning of new fiscal year. Verbal
	communication is essential, and I have never
	ever had this with McClellan since my
	complaint.
Linda Sue Stephens	Here, perhaps, I have missed this one, too.
	This is new instructions not to involve Ms.
	Sue. The only thing I can remember is to give
	TV to Amanda which I have done with no
	errors. Please note each time I turn in the TV
	billing to Amanda, I have always asked, "how
	did I do", and her response has always been
·	Great! It is crystal clear of McClellan's effort
	here is harassment and retaliatory.
	-

Errors	McClellan in the past has stated that no one is
	perfect, and error is acceptable. His words
	"error means you are working" Please provide
	more detail information of errors.
	Additionally, before my complaint, I recall
	McClellan words "he gives the assignment
	and allow the employee to OWN it."
	Example, the calendar, let me own it, please.
Expected Results/Steps to Achieve Results	> Time management – what task? Here,
P. card	I am detail oriented and every
	employee in Facilities knows it.
Deadlines:	Elaborate, please
Attachment 9	➤ Supervisor informed – brand new
	➤ Deadlines — if this means P. Card the
	test is difficult to pass it took Debby
	Corey 20+ times, we need a zoom
	class as we have with Travel.
	> Deadlines:
	> My performance review should have
	been completed March 31, 2022, and
	May 2022, I received my review.
	➤ Deadlines Invoices:
	➤ McClellan holds invoices 2 to 3 days,
	which causes a backlog for Eppinger.
	Example on April 29, 2022, I had to
	send over 50+invoices. Please note
	these invoices was provided to
	McClellan for approval on April 26,
	2022, and payroll records indicated
	that McClellan worked on April 26 &
	27 th 2022 there has been time longer.

- ➢ Prioritization work assignment my work is never behind – brand new! I am a very organized individual.
- Please provide specifics.
- ➤ 15 days to obtain P. card too difficult to pass in 15 days without a zoom class to ask questions. Again, this is an educational institution.
- Invoices/TV what are the deadlines, please. What has been late - brand new information, please provide specifics!
- ➤ No further involvement Sue Stephens this is brand new information! I only heard give TV to Winesburgh instead of Stephens. Here, McClellan and I have never had a sit-down discussion regarding.

Vendor late fees. *Please note I understand policy is crucial, but what I am simply stating this is a departmental issue. Question, should we make a change departmental wide?

Absolutely! However, I feel, I was singled out. This was also shared with Tom, and he is aware of departmental issue.

Attachment 10

The only invoice late fees are State of TN elevator. Please note that we have always *added 01 to pay late fee, however, this is a departmental issue, but Eppinger was the only one received the non-policy issue, although Tom Ellis/McClellan has approved numerous invoices as such. Additionally, accounting keyed and Knoxville cut the check.

<u> </u>	
State of TN invoices 791666A 137.50 late fee	Process this way since 2015, but now
Attachment 11 vendor resubmit a new invoice	that everyone is aware this will be the
by adding an "A"	corrected invoice from the vendor.
Attachment 11	This was put in Hodge box for
	approval
*788696-01,7788773-01, 78897-01, and	*Invoices paid with 01 were all paid,
784006,	and process by the following people:
Attachment 11	Ellis and Stephens (see invoice
Attachment 11Please note. This is a	#62748-01), Eppinger, McClellan, and
departmental issue and should have been a	Donnie Hodge, Accounting and
mass email not just one employee, Eppinger.	Knoxville.
In closing	McClellan and Winesburgh has
	struggle to seek my wrongdoing and
Please see attachment 5 it was "resolved."	each time I see the two of them in a
Question:	meeting. Before the end of the day, I
Why was it re-visited?	receive some type of email from
Who shared with McClellan it was resolved?	McClellan. For example, who made
	him aware of this resolved check issue
We have too much work in Facilities for team	from L&W services. Winesburgh had
members to attempt to hurt their own team	to share with McClellan. Again, we
members.	have too much work for unnecessary
	drama.
Complaint with EEOC/THRC and Federal	I feel, I am under attack. The Law and
court	Bible states that I can exercise my
	RIGHTS, which I have done. My
	family needs health insurance just as
	other employees in Facilities. I am
	someone's wife, mother and daughter,
	no family member should be attacked
	for exercising his or her rights. I work

diligently on each task all day long. I
am not perfect, but I try very hard to
be. I feel, I am a targeted because of
my filed complaint.
I would like to be treated as my
counterparts, in which I deserve.

Thank you for your time and attention,

Sincerely,

Cathy Eppinger

Administrative Assistant III

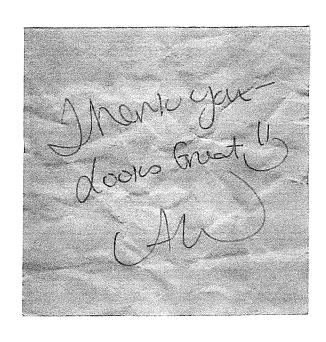
Facilities Planning & Management 615 McCallie Avenue, Dept. 3553

Chattanooga, Tennessee 37403

Phone: 423-425-4018 Fax: 423-425-4749

Cathy-Eppinger@utc.edu





Eppinger, Cathy

From:

Eppinger, Cathy

Sent:

Thursday, December 31, 2020 5:45 PM

To:

Brown, Julie

Subject:

Re: What is going on???

Thank you, I feel so much better.

Sent from my T-Mobile 4G LTE Device

---- Original message ----

From: "Brown, Julie" <julie-g-brown@utc.edu>

Date: 12/31/20 3:53 PM (GMT-05:00)

To: "Eppinger, Cathy" < Cathy-Eppinger@utc.edu>

Subject: Re: What is going on???

Cathy, Anthony wants to provide clarification about a few things that have occurred. He wants to build a positive working relationship based on communication and transparency. He's in your corner and supports you. I look forward to seeing you next week.

[INTERROGATION MANNING INDERD]

Thanks, Julie

Get Outlook for iOS

From: Eppinger, Cathy <Cathy-Eppinger@utc.edu>
Sent: Thursday, December 31, 2020 3:33:21 PM
To: Brown, Julie <julie-g-brown@utc.edu>

Subject: What is going on???

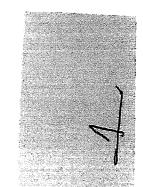
Please tell me, what was the phone call regarding, please tell me?

Cathy Eppinger
Administrative Assistant III
Facilities Planning & Management
615 McCallie Avenue, Dept. 3553
Chattanooga, Tennessee 37403

Phone: 423-425-4018 Fax: 423-425-4749

Cathy-Eppinger@utc.edu





12/31/2013 BEGINNING of HADOTASMOND

you're not in trouble

nothing bad is happening

12/31/2020 3:29 PM Why the phone call

McClellan, Anthony 12/31/2020 3:29 PM

Because I wanted to talk to you, that's why i call

please relax

McClellan, Anthony 12/31/2020 3:30 PM

you said you didn't want to talk today. and that's okay

12/31/2020 \$:30 PM Thanks, Anthony

12/31/2020 3:29 PM

McClellan, Anthony 12/31/2020 3:30 PM have a Happy New Year. will talk to you soon

do you know it Kelsey is in the office?

been trying to reach her

McClellan, Anthony 12/31/2020 3:11 PM shoot

Mr. Wells do not own a key

12/31/2020 3:11 PM Hi there, I cannot get in locked

I can cal you at your desk

if that's okay. I just try to be sensitive

What is going on, please? 12/31/2020 3:21 PM

That phone call just ruin my Happy New Year.

McClellan, Anthony 12/31/2020 3:28 PM

Cathy - c'mon now

you're not in trouble

nothing bad is happening

Page 28 0-160

Eppinger, Cathy

From:

Eppinger, Cathy

Sent:

Friday, January 21, 2022 8:46 AM

To: Subject: McClellan, Anthony FW: Travel Card

Please advise how to handle.

From: Wilson, Susan T <wilsons@tennessee.edu>

Sent: Thursday, January 20, 2022 4:13 PM
To: Eppinger, Cathy < cathy-eppinger@utc.edu>

Subject: Travel Card

We have a new travel card on file that has been issued in your name, however, as of today you have not successfully completed the travel card training in K@TE. In order to release the travel card to you, this training **must** be completed. If this required training has not been completed by January 31, 2022, the card in your name will be cancelled.

If you feel you have completed the training, please email <u>ap_cardadmin@tennessee.edu</u> a copy of the certificate you received upon completion. Here is the link to the training for your convenience. https://tennessee.csod.com/samldefault.aspx?returnurl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253dlodetails%2526lo%253dac20593c-efc8-4a37-b737-13a17f61aaa3

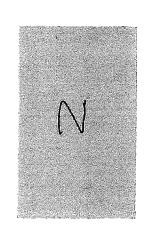
Thank you,

Susan Wilson Card Program Administrator



301 Andy Holt Tower Knoxville, TN 37996-0100

wilsons@tennessee.edu 865-974-3287 Fax 865-974-2701



Eppinger, Cathy

From:

Eppinger, Cathy

Sent:

Monday, February 7, 2022 3:48 PM

To:

Winesburgh, Amanda

Subject:

RE: Electronic Ledger Reconciliation

Indeed to the Max!

From: Winesburgh, Amanda <amanda-winesburgh@utc.edu>

Sent: Monday, February 7, 2022 3:46 PM
To: Eppinger, Cathy <cathy-eppinger@utc.edu>
Subject: RE: Electronic Ledger Reconciliation

Good deal, I think your going to love this!

From: Eppinger, Cathy < cathy-eppinger@utc.edu>

Sent: Monday, February 7, 2022 3:44 PM

To: Winesburgh, Amanda amanda-winesburgh@utc.edu

Subject: RE: Electronic Ledger Reconciliation

Yes, I am familiar with Pcard reconciliation, I completed this monthly in the OT department. Ms. Sue has always completed Pcard reconciliation here in facilities. I would assume Joey as well.

From: Winesburgh, Amanda amanda-winesburgh@utc.edu

Sent: Monday, February 7, 2022 3:31 PM
To: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>>
Subject: RE: Electronic Ledger Reconciliation

If I can recall correctly this is something that went campus wide (with a few exceptions - facilities being one of those exceptions) around 2018 but I would have to check further for an exact date. One of our goals in facilities this year is to have all ledgers reconciled electronically, we currently have all p-cards being done this way now.

From: Eppinger, Cathy < cathy-eppinger@utc.edu>

Sent: Monday, February 7, 2022 3:28 PM

To: Winesburgh, Amanda amanda-winesburgh@utc.edu

Subject: RE: Electronic Ledger Reconciliation

What year was this ledger tool introduced?

From: Winesburgh, Amanda <amanda-winesburgh@utc.edu>

Sent: Monday, February 7, 2022 3:24 PM

To: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>>
Subject: RE: Electronic Ledger Reconciliation

Policy requires us to save in two places, but most areas on campus are saving it in IRIS as well as in a shared drive file to satisfy he need to have it saved in two different places. Tom & Anthony's approval of the ledger will act as their signature for the utility ledgers.

Let me know if you need any assistance, it's great process once you get used to it.

Thanks, Amanda

From: Eppinger, Cathy < cathy-eppinger@utc.edu>

Sent: Monday, February 7, 2022 3:20 PM

To: Winesburgh, Amanda amanda-winesburgh@utc.edu

Subject: RE: Electronic Ledger Reconciliation

Awesome! I like it...does this mean no more printing out hard copy ledgers? I will try it tomorrow and follow-up with you.

From: Winesburgh, Amanda amanda-winesburgh@utc.edu>

Sent: Monday, February 7, 2022 3:13 PM
To: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>>
Subject: RE: Electronic Ledger Reconciliation

Not really, the p-card requires you to manually attach receipts and allows you to change account #'s and gl codes as needed. These electronic ledgers for the most part already has the documentation (typically invoices) already attached and you mark them as complete, or pending if needed. They also allow you to make departmental comments, as well as comments that can be seen by anyone with IRIS access. Once you complete the electronic ledger reconciliation it goes through a work flow for Tom or Anthony to approve.

Here is a pdf training with screen grabs that is super helpful: https://www.utc.edu/sites/default/files/2020-03/electronic-ledger-reconciliation-2019.pdf

Here is the link to a webinar available on K@te: https://tennessee.csod.com/ui/lms-learning-details/app/video/ec3a334a-ce94-40e0-8011-a613558f33d7

From: Eppinger, Cathy < cathy-eppinger@utc.edu>

Sent: Monday, February 7, 2022 2:51 PM

To: Winesburgh, Amanda < amanda-winesburgh@utc.edu >

Subject: RE: Electronic Ledger Reconciliation

Is this thru IRIS similar to Pcard reconciliation?

From: Winesburgh, Amanda amanda-winesburgh@utc.edu

Sent: Monday, February 7, 2022 2:47 PM
To: Eppinger, Cathy < cathy-eppinger@utc.edu > Subject: RE: Electronic Ledger Reconciliation

Great, how does 3:00 on Wednesday sound? It won't take us longer than an hour, if this works for you I will send you a calendar invite and will come to you so you can be on your computer as we go through it.

Thanks, Amanda

From: Eppinger, Cathy < cathy-eppinger@utc.edu>

Sent: Monday, February 7, 2022 2:42 PM

To: Winesburgh, Amanda amanda-winesburgh@utc.edu

Subject: RE: Electronic Ledger Reconciliation

Ok, let me know when you are ready

From: Winesburgh, Amanda < amanda-winesburgh@utc.edu>

Sent: Monday, February 7, 2022 10:07 AM
To: Eppinger, Cathy < cathy-eppinger@utc.edu >
Subject: Electronic Ledger Reconciliation

Good morning Cathy, I am working this week on reconciling the ledgers for all accounts except the utility accounts since I know you do those and wanted to check in to see if you were comfortable with the electronic ledger reconciliation process. If you want me to go over it with you I am more than happy to, just let me know. Our goal is to be reconciling all our accounts electronically by the end of this fiscal year.

Thanks, Amanda

Eppinger, Cathy

From: Eppinger, Cathy

Sent: Monday, March 14, 2022 8:21 AM

To:McClellan, AnthonySubject:RE: Utility Accounts

Good morning,

The ledgers are in your box.

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

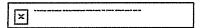
Sent: Friday, March 11, 2022 9:10 PM

To: Eppinger, Cathy <cathy-eppinger@utc.edu>

Subject: Re: Utility Accounts

I'd like to see them.

Anthony McClellan
Executive Director, Facilities Planning & Operations
The University of Tennessee at Chattanooga



On Mar 11, 2022, at 3:22 PM, Eppinger, Cathy < Cathy-Eppinger@utc.edu > wrote:

Hi Anthony,

Completed as stated. All ledgers (paper) printed and up to date.

From: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>>

Sent: Tuesday, March 8, 2022 5:28 PM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Subject: Re: Utility Accounts

Hi Anthony, and I apologize for the delay.

No, please do not expect E047207, and/or E047209 electronically. The Electricity E047206 was a trial/test training for self on upcoming new fiscal 2022-2023 yearly live Reconciliation electronically.

My normal task is I check all utilities as I go and print the report usually at end of the month. am behind on two months of print, due to COVID-related illness (out of the office). But should be caught up this week. However, all utilities signed by Tom are in my files (Books) are verified as paid with a stamp that reads paid.

Thanks, Cathy

Sent from my T-Mobile 5G Device Get Outlook for Android

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Tuesday, March 8, 2022 3:39:09 PM
To: Eppinger, Cathy < cathy-eppinger@utc.edu>

Subject: Utility Accounts

Good afternoon Cathy,

I'm looking at a request for Period 7 electronic reconciliation of the E047206 (Electricity) account in my IRIS inbox. There's only a couple of inputs, thus this appears. I have two questions:

- 1. Is the plan to process the E047207 (Water) and E047209 (Natural Gas) electronically? If so, when do you think I will this in IRIS?
- 2. Prior to doing this via IRIS, did we reconcile these accounts via paper? Assuming we did, where can I go to view that signed off documentation for prior months?

Thank you,

Anthony McClellan
Executive Director, Facilities Planning & Operations
The University of Tennessee at Chattanooga



Eppinger, Cathy

From:

McClellan, Anthony

Sent:

Monday, February 14, 2022 1:08 PM

To:

Eppinger, Cathy; Winesburgh, Amanda

Cc:

Ellis, Tom M

Subject:

RE: L & W Supply - FW: Trade Payables Request TRPY0056491 has been opened -

[EXTERNAL] University of Tennessee Chattanooga Check Inquiry

As I said, I'll look into this myself. There is no need for anything further.

Thank you.

Anthony McClellan Executive Director, Facilities Planning & Operations The University of Tennessee at Chattanooga



From: Eppinger, Cathy <cathy-eppinger@utc.edu> Sent: Monday, February 14, 2022 12:22 PM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Cc: Winesburgh, Amanda <amanda-winesburgh@utc.edu>; Ellis, Tom M <tom-ellis@utc.edu>

Subject: RE: L & W Supply - FW: Trade Payables Request TRPY0056491 has been opened - [EXTERNAL] Un

Tennessee Chattanooga Check Inquiry

Good afternoon Anthony,

Amanda will be happy to assist you... for she was the one who talked with the vendor, accounting, and Knoxville. The Das Answered Here.

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Monday, February 14, 2022 12:08 PM To: Eppinger, Cathy <cathy-eppinger@utc.edu>

Cc: Winesburgh, Amanda amanda-winesburgh@utc.eduama

Subject: RE: L & W Supply - FW: Trade Payables Request TRPY0056491 has been opened - [EXTERNAL] University of

Tennessee Chattanooga Check Inquiry

Cathy - It's not unreasonable for me to ask questions about this. It's for a shop that I supervise and it involves business that is within my area of responsibility. Perhaps you meant to say, "I'm really busy right now" or "I'll get back with you later". But to be told essentially "read this copy and paste", and/or "It's resolved, I'm not discussing it" doesn't really work for me. I'll look into it on my own.

Thanks for your time and have a great day.

Anthony McClellan **Executive Director, Facilities Planning & Operations** The University of Tennessee at Chattanooga





From: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>>
Sent: Monday, February 14, 2022 11:43 AM

To: McClellan, Anthony anthony-mcclellan@utc.edu

Cc: Winesburgh, Amanda <amanda-winesburgh@utc.edu>; Ellis, Tom M <tom-ellis@utc.edu>

Subject: RE: L & W Supply - FW: Trade Payables Request TRPY0056491 has been opened - [EXTERNAL] University of

Tennessee Chattanooga Check Inquiry

Good morning Anthony,
Please see my below copy/paste:
The issue is resolved.

From: Winesburgh, Amanda < amanda-winesburgh@utc.edu >

Sent: Thursday, February 10, 2022 2:49 PM
To: Eppinger, Cathy cathy-eppinger@utc.edu>

Cc: Sammons, Scott < scott-sammons@utc.edu >; Hodge, Donnie < Donnie-Hodge@utc.edu >; Stephens, Linda Sue < linda-

stephens@utc.edu>

Subject: RE: L & W Supply - FW: Trade Payables Request TRPY0056491 has been opened - [EXTERNAL] University of

Tennessee Chattanooga Check Inquiry

Hello Cathy, I have the address we need to send this check to:

Teresa Ford Andy Holt Tower Bldg Knoxville, TN 37996

If you would like for me to mail this just let me know.

Thanks, Amanda

From: Winesburgh, Amanda amanda-winesburgh@utc.edu

Sent: Thursday, February 10, 2022 10:14 AM To: Eppinger, Cathy < cathy-eppinger@utc.edu>

Cc: Sammons, Scott <scott-sammons@utc.edu>; Hodge, Donnie <Donnie-Hodge@utc.edu>; Stephens, Linda Sue linda-

stephens@utc.edu>

Subject: Re: L & W Supply - FW: Trade Payables Request TRPY0056491 has been opened - [EXTERNAL] University of

Tennessee Chattanooga Check Inquiry

I've checked with accounting services and we will need to send this check to Knoxville since the credit is already on our account so they can apply it accordingly since we don't often use this vendor.

I'll find out the address and person we need to send it to and will get back with you shortly.

Thanks, Amanda

Get Outlook for iOS

From: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>>
Sent: Wednesday, February 9, 2022 3:01:44 PM

To: Winesburgh, Amanda amanda-winesburgh@utc.edu>

Cc: Sammons, Scott <<u>scott-sammons@utc.edu</u>>; Hodge, Donnie <<u>Donnie-Hodge@utc.edu</u>>; Stephens, Linda Sue <<u>linda-stephens@utc.edu</u>>

Subject: RE: L & W Supply - FW: Trade Payables Request TRPY0056491 has been opened - [EXTERNAL] University of

Tennessee Chattanooga Check Inquiry

Ok.

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Monday, February 14, 2022 11:32 AM
To: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>>

Cc: Winesburgh, Amanda <amanda-winesburgh@utc.edu>

Subject: RE: L & W Supply - FW: Trade Payables Request TRPY0056491 has been opened - [EXTERNAL] University of

Tennessee Chattanooga Check Inquiry

Perhaps she did, but that doesn't really tell me what happened.

Can you let me know what happened? Thanks.

Anthony McClellan

Executive Director, Facilities Planning & Operations
The University of Tennessee at Chattanooga



From: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>> Sent: Monday, February 14, 2022 10:25 AM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>
Cc: Winesburgh, Amanda <amanda-winesburgh@utc.edu>

Subject: RE: L & W Supply - FW: Trade Payables Request TRPY0056491 has been opened - [EXTERNAL] University of

Tennessee Chattanooga Check Inquiry

Good morning Anthony,

Amanda took care of this one.

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Monday, February 14, 2022 9:44 AM

To: Eppinger, Cathy < cathy-eppinger@utc.edu>

Subject: FW: L & W Supply - FW: Trade Payables Request TRPY0056491 has been opened - [EXTERNAL] University of

Tennessee Chattanooga Check Inquiry

Good morning Cathy – Can you let me know what happened here?

Looks like there was a credit memo & a refund check associated with this item.

Anthony McClellan

Executive Director, Facilities Planning & Operations

The University of Tennessee at Chattanooga



From: Sammons, Scott <scott-sammons@utc.edu>

Sent: Friday, February 11, 2022 9:37 AM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Subject: FW: L & W Supply - FW: Trade Payables Request TRPY0056491 has been opened - [EXTERNAL] University of

Tennessee Chattanooga Check Inquiry

From: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>> Sent: Thursday, February 10, 2022 3:04 PM

To: Winesburgh, Amanda amanda-winesburgh@utc.edu

Cc: Sammons, Scott < scott-sammons@utc.edu >; Hodge, Donnie < Donnie-Hodge@utc.edu >; Stephens, Linda Sue < iinda-

stephens@utc.edu>

Subject: RE: L & W Supply - FW: Trade Payables Request TRPY0056491 has been opened - [EXTERNAL] University of

Tennessee Chattanooga Check Inquiry

Ok.

From: Winesburgh, Amanda <amanda-winesburgh@utc.edu>

Sent: Thursday, February 10, 2022 2:49 PM
To: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>>

Cc: Sammons, Scott <<u>scott-sammons@utc.edu</u>>; Hodge, Donnie <<u>Donnie-Hodge@utc.edu</u>>; Stephens, Linda Sue <<u>linda-</u>

stephens@utc.edu>

Subject: RE: L & W Supply - FW: Trade Payables Request TRPY0056491 has been opened - [EXTERNAL] University of

Tennessee Chattanooga Check Inquiry

Hello Cathy, I have the address we need to send this check to:

Teresa Ford Andy Holt Tower Bldg Knoxville, TN 37996

If you would like for me to mail this just let me know.

Thanks, Amanda

From: Winesburgh, Amanda amanda-winesburgh@utc.edu

Sent: Thursday, February 10, 2022 10:14 AM
To: Eppinger, Cathy <cathy-eppinger@utc.edu>

Cc: Sammons, Scott <<u>scott-sammons@utc.edu</u>>; Hodge, Donnie <<u>Donnie-Hodge@utc.edu</u>>; Stephens, Linda Sue <<u>linda-</u>

stephens@utc.edu>

Subject: Re: L & W Supply - FW: Trade Payables Request TRPY0056491 has been opened - [EXTERNAL] University of

Tennessee Chattanooga Check Inquiry

I've checked with accounting services and we will need to send this check to Knoxville since the credit is already on our account so they can apply it accordingly since we don't often use this vendor.

I'll find out the address and person we need to send it to and will get back with you shortly.

Thanks, Amanda

Get Outlook for iOS

From: Eppinger, Cathy < cathy-eppinger@utc.edu > Sent: Wednesday, February 9, 2022 3:01:44 PM

To: Winesburgh, Amanda amanda-winesburgh@utc.edu">amanda-winesburgh@utc.edu

Cc: Sammons, Scott <<u>scott-sammons@utc.edu</u>>; Hodge, Donnie <<u>Donnie-Hodge@utc.edu</u>>; Stephens, Linda Sue <<u>linda-stephens@utc.edu</u>>

Subject: RE: L & W Supply - FW: Trade Payables Request TRPY0056491 has been opened - [EXTERNAL] University of Tennessee Chattanooga Check Inquiry

Ok.

From: Winesburgh, Amanda amanda-winesburgh@utc.edu

Sent: Wednesday, February 9, 2022 2:59 PM
To: Eppinger, Cathy <cathy-eppinger@utc.edu>

Cc: Sammons, Scott <<u>scott-sammons@utc.edu</u>>; Hodge, Donnie <<u>Donnie-Hodge@utc.edu</u>>; Stephens, Linda Sue <<u>linda-stephens@utc.edu</u>>

Subject: RE: L & W Supply - FW: Trade Payables Request TRPY0056491 has been opened - [EXTERNAL] University of Tennessee Chattanooga Check inquiry

This credit has already applied in IRIS to our account so if we were to deposit the check it would credit out account twice. I had thought that we were trying to see if this credit was possibly for a different invoice. If this check is for the same credit that has already applied to our account we may need to check with accounting services to see how they would like us to proceed in returning the check.

From:

Eppinger, Cathy

Sent:

Tuesday, December 21, 2021 7:29 AM

To: Subject: Winesburgh, Amanda Reschedule our meeting

Good morning,

If possible, I would like to reschedule our meeting in January due to short week notice.

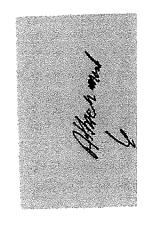
Thanks,

Cathy Eppinger
Administrative Assistant III
Facilities Planning & Management
615 McCallie Avenue, Dept. 3553
Chattanooga, Tennessee 37403

Phone: 423-425-4018 Fax: 423-425-4749

Cathy-Eppinger@utc.edu





From:

Eppinger, Cathy

Sent:

Wednesday, December 15, 2021 2:36 PM

To:

Winesburgh, Amanda

Subject:

RE:

Great, Tuesday is better for me, too.

From: Winesburgh, Amanda <amanda-winesburgh@utc.edu>

Sent: Wednesday, December 15, 2021 1:47 PM To: Eppinger, Cathy <cathy-eppinger@utc.edu>

Subject: RE:

I have a meeting from 2-3 Monday but can do it before or after that, or if Tuesday works better for you I am wide open.

Amanda

From: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>> Sent: Wednesday, December 15, 2021 1:45 PM

To: Winesburgh, Amanda <a manda-winesburgh@utc.edu>

Subject:

How about 2-3 on Monday?

Thanks,

Cathy Eppinger
Administrative Assistant III
Facilities Planning & Management
615 McCallie Avenue, Dept. 3553
Chattanooga, Tennessee 37403

Phone: 423-425-4018 Fax: 423-425-4749

Cathy-Eppinger@utc.edu



From:

Eppinger, Cathy

Sent:

Friday, March 18, 2022 9:00 AM

To:

McClellan, Anthony

Cc:

Ellis, Tom M

Subject:

FW: Chattanooga Gas - 7687298347

Attachments:

Augcharges_\$118.41.pdf; EmailNotifications_Acct#7687298347.pdf; Julycharges_ \$141.60.pdf; Novcharges_\$210.50.pdf; Octcharges_\$208.83.pdf; SeptCharges_

Alaendy Not fred Tom

1/entrally, when Andhong questiones

Cally.

\$191.16.pdf

Good morning Anthony,

In response to your Thursday, March 17, 2022 email (service disconnect at WCH). I spoke with Meghan Miller (contact CGAS) immediately after my conversation with technician Nathan(CGAS) and she stated that there will not be a disconnection (of course.. not ideal) and she advised to contact Lane Woodall, Director of CGAS. I then email Mr. Woodall, and he is in the mist of researching the below information/attachments sent via email on November 10, 2021, regarding a possible billing issue. From my research, an outstanding bill is not visible, however, I am not perfect... but a challenge is key "research" had CGAS researched on November 10, 2021... then possibly, Nathan, the technician of CGAS would be an unknown individual to the Facilities team, as well as, WCH.

From: Eppinger, Cathy

Sent: Wednesday, March 16, 2022 11:19 AM

To: Woodall, Lane H. <LHWOODAL@southernco.com>

Cc: Miller, Meghan Breeze < MEGMILLE@SOUTHERNCO.COM>

Subject: RE: Chattanooga Gas - 7687298347

Hi Lane.

Awesome, and thank you.

From: Woodall, Lane H. < LHWOODAL@southernco.com>

Sent: Wednesday, March 16, 2022 11:17 AM To: Eppinger, Cathy < cathy-eppinger@utc.edu>

Cc: Miller, Meghan Breeze < MEGMILLE@SOUTHERNCO.COM >

Subject: RE: Chattanooga Gas - 7687298347

Hi Cathy,

I am checking on this and will get back with you.

Thanks,

Lane Woodall

Manager **Major Accounts**

706.552.2879 mobile Ihwoodal@southernco.com







×

From: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>> Sent: Wednesday, March 16, 2022 11:14 AM

To: Woodall, Lane H. < LHWOODAL@southernco.com >

Cc: Miller, Meghan Breeze < MEGMILLE@SOUTHERNCO.COM >

Subject: FW: Chattanooga Gas - 7687298347

Importance: High

FEXTERNAL MAIL: Caution: Opening: Links or Elles

Good morning Lane,

Today, we received notification of service disconnection at 515 Vine Street via phone from Chattanooga Gas technician Nathan (423-582-9695). On November 10, 2021, we sent the attached bills with below explanation as to why, we believe this account appears to have a previous account balance. Please follow-up and advise after your review.

From: Eppinger, Cathy

Sent: Wednesday, November 10, 2021 1:37 PM

To: MEGMILLE@SOUTHERNCO.COM

Cc: pleath@southernco.com; mmwisz@southernco.com; Ellis, Tom M <tom-ellis@utc.edu>; McClellan, Anthony

<anthony-mcclellan@utc.edu>
Subject: FW: Chattanooga Gas

Importance: High

Hi Meghan,

We hope this will resolve the issue on account #7687298347. Our records indicate that July/Aug "2019" bills were in good standing. September bill indicates that \$353.04 was misapplied which results a credit error for October "2019" bill. At best our research indicate that November "2019" charges for October 31, 2021-December 1, 2021 in the amount of \$210.50 was not applied to the account. Check #12403977 was cashed by Chattanooga gas on December 18, 2019.

We have attached bills for your review.

From: Eppinger, Cathy

Sent: Wednesday, November 10, 2021 8:38 AM

To: MEGMILLE@SOUTHERNCO.COM Subject: FW: Chattanooga Gas

Importance: High

Good morning.

If possible, please send all missing bills via email that reflects the past due balance on account #7687298347.

From: Eppinger, Cathy

Sent: Tuesday, November 9, 2021 11:02 AM

To: MEGMILLE@SOUTHERNCO.COM

Cc: Paul Leath (pleath@southernco.com) < pleath@southernco.com>; Michelle Wisz (mmwisz@southernco.com)

<mmwisz@southernco.com>
Subject: FW: Chattanooga Gas

Importance: High

Hi Meghan,

FYI, please see below.

We are researching and will follow-up asap, but please note, we are state entity and accounts should not be disconnected. Please also note in the past, payments have been posted to the incorrect account on Chattanooga Gas behalf, and appears to be non-payment on UTC end in which, we have attempted numerous times to resolve and results were unsuccessful.

From: Greg S. Jones <<u>Greg.S.Jones@tn.gov</u>>
Sent: Tuesday, November 9, 2021 10:17 AM
To: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>>

Subject: FW: Chattanooga Gas

You don't often get email from greg.s.jones@tn.gov. Learn why this is important [aka.ms]

FYI - We received the notification below about one of the UTC accounts with a past due balance. Feel free to forward to the appropriate contact at UTC.

Thanks, Greg

From: Bryant, Susan E. <<u>skight@southernco.com</u>>
Sent: Thursday, November 4, 2021 7:55 AM
To: TDEC SFUM <<u>TDEC.SFUM@tn.gov</u>>
Subject: [EXTERNAL] Chattanooga Gas

*** This is an EXTERNAL email. Please exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email - STS-Security. ***

Good Morning,

You are receiving this email because the CGC account number 7687298347 for University of Tennessee has a past due balance of 414.31 and is out for disconnection of service. Please call our Customer Service number at 1-866-643-4168 to make a payment or request a payment arrangement.

Thank you!

Credit & Collections





From:

Eppinger, Cathy

Sent:

Friday, November 12, 2021 7:28 AM

To:

McClellan, Anthony

Subject:

RE: TeamDynamix Service Request Comment Added (FW: Question - Facility Pla...)

Good morning,

Please test ...for it is an awesome tool to use and this calendar tool is used UTC wide. We will unblock Tuesday and Thursday. Once you try it you will see how great it is. The goal is to schedule appointments individually without assistance. To create something different to get identical results is time wasted and unnecessary.

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Thursday, November 11, 2021 5:28 PM To: Eppinger, Cathy <cathy-eppinger@utc.edu>

Subject: RE: TeamDynamix Service Request Comment Added (FW: Question - Facility Pla...)

Thanks for forwarding this.

I sort of assumed we'd use Outlook or something similar since it links directly to our email/calendar. I'm not against this as a suggestion, I'm just unfamiliar with it. I'm aware EMS used as a campus tool to manage centrally scheduled classrooms. But I'm not aware of departments using this things like their suite meeting rooms.

I definitely don't want this calendar/room to be viewable/requestable by anyone and everyone in the University. And although you'll be the primary point of contact (or the primary behind the scenes person) we must consider this as a system of requesting vs. reliance on a single person. Therefore, I'm against the desktop client version of this for that very reason. We need to get out of the business of having to dole out information and into the practice of allowing folks to see what's available and reserve it themselves.

Let me know if you've used EMS before and have familiarity with it. And I'd like to test drive it to see how it works. If this is the suggested method, I think Tom is going to take come convincing.

Also, the Tuesday/Thursday block is no more. Design/Engineering/Construction Services will only be reservactual confirmed meetings. Other timeslots are to be available to anyone else that needs that room.

Thanks for working on this

Anthony McClellan
Executive Director, Facilities Planning & Operations
The University of Tennessee at Chattanooga



From: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>> Sent: Thursday, November 11, 2021 12:03 PM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Subject: FW: TeamDynamix Service Request Comment Added (FW: Question - Facility Pla...)

Changes in policy.... it is Team Dynamix that does it all.



See policy.

From: Donald Behneman < notify@teamdynamixapp.com>

Sent: Wednesday, November 10, 2021 4:35 PM To: Eppinger, Cathy < cathy-eppinger@utc.edu>

Subject: TeamDynamix Service Request Comment Added (FW: Question - Facility Pla...)

Comment

Donald Behneman commented on this service request on Wed 11/10/21 4:34 PM Eastern Standard Time.

Hello Cathy,

The room has been built in EMS and we have created a reservation template for the space. When building

Next steps: We have assigned the reservation template just to your account (it is not live to the UTC comm Reservation" and towards the bottom there will be a "Administrative Services Conference Rooms" template another system. We wanted to provide you an opportunity to sync up the calendars to avoid double book

Please note that whoever you put on as a "First Contact" will receive an automatic confirmation that the sp the first contact, and the second contact).

Once you feel as though the calendar is synced, we can publish the request form for the UTC Community. oversight of the room.

Here is a custom link directly to the room's calendar:

http://reservations.utc.edu/EmsWebApp/CustomBrowseEvents.aspx?data=bzOgfXXowTWCt2xfSECv8nWtd

Service Request Details

Acct/Dept

Administration-Physical Plant

ID

18374622

Type

Web Applications

Title

FW: Question - Facility Planning and Management - Calendar

Description

Good morning IT Help,

Requesting authorization to add a calendar (utilize conference room) to Facilities Planning and Managem

From: Webb, Barbara < <u>Barbara-Webb@utc.edu</u>> Sent: Wednesday, October 27, 2021 3:47 PM To: Eppinger, Cathy < <u>cathy-eppinger@utc.edu</u>> Cc: Lazenby, Susan < <u>susan-lazenby@utc.edu</u>>

Subject: Re: Question - Facility Planning and Management - Calendar

Hello Cathy,

Please contact the Help Desk at ext. 4000 and they will put in a request and get it to the web team.

Have a good afternoon, Barbara

On Oct 27, 2021, at 3:21 PM, Eppinger, Cathy < cathy-eppinger@utc.edu < mailto:cathy-eppinger@utc.edu:

<image001.gif>

Hi Barbara,

We would like to add a planning calendar (for our conference room) to our Facilities website, and back in a contact person for authorization to add a calendar to Facilities Planning and Management website?

Thanks,

Cathy Eppinger
Administrative Assistant III
Facilities Planning & Management
615 McCallie Avenue, Dept. 3553
Chattanooga, Tennessee 37403

Phone: 423-425-4018 Fax: 423-425-4749

<u>Cathy-Eppinger@utc.edu<mailto:Cathy-Eppinger@utc.edu></u>

https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=2ahles.

rectangle-on-light-15%2F&psig=AOvVaw1TlWq7gaCHno1aBhlhOl72&ust=1564674325027619>

Created By

ITHelp Monitor

Date Created

Thu 10/28/21 7:18 AM Eastern Daylight Time

Requestor	
Cathy Eppinger	
Status	
In Process	
To comment on this item, reply to this emailTEAMDYNAMIX DO NOT ALTER OR REMOVE THIS CODE ItMH77VyrB08ewD4mhYzSMCrR75acSaje5fpj04Hp03kRtyqNm+tPc8mkPdxj6McgrInoKmX//KSrRpl u5QoYtIPy3hjCZDw+Tv9lOpd1/L4jtGlWyCV8qlbTzAH1cfmU1roj8eOjCA+xO/08aPt50RbDxi4bI1xLQ umRxi4Suxdzkn1PoM3KZXWuzs9jb1o4reYRQAe58HBHuasw6aGnH7Hco03mAU9XqklV6ZYu/lldo0 rTcUl+bWapv99713YD2dHVfrCqcy0f/d/L0CUETQp+jLVLROBEo9F5eMeY0POlhC5jplH2CzZ9cRbNisTEAMDYNAMIX DO NOT ALTER OR REMOVE THIS CODE	PH6myldrN+7BEK DEb3gVRZW7K9jX

From:

Eppinger, Cathy

Sent:

Thursday, November 11, 2021 9:05 AM

To:

McClellan, Anthony

Subject:

RE: Conference room calendar - complete

Hi Anthony,

Never mind it's simple.

From: Eppinger, Cathy

Sent: Thursday, November 11, 2021 8:18 AM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Subject: Conference room calendar - complete

Good morning,

Would you like for me to send this information/steps the facilities team?

Thanks,

Cathy Eppinger Administrative Assistant III Facilities Planning & Management 615 McCallie Avenue, Dept. 3553 Chattanooga, Tennessee 37403 Phone: 423-425-4018 Fax: 423-425-4749

Cathy-Eppinger@utc.edu



From:

McClellan, Anthony

Sent:

Tuesday, March 1, 2022 3:38 PM

To:

Eppinger, Cathy

Cc:

Ellis, Tom M

Subject:

RE: Conference Room Reservation Tool

This item is completed.

It took me less than 15 minutes.

Anthony McClellan

Executive Director, Facilities Planning & Operations

The University of Tennessee at Chattanooga



From: Eppinger, Cathy <cathy-eppinger@utc.edu>

Sent: Tuesday, March 1, 2022 7:15 AM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Cc: Ellis, Tom M <tom-ellis@utc.edu>

Subject: RE: Conference Room Reservation Tool

Good morning Anthony,

Apologies, will Friday March 4, 2022 be a good day to complete the calendar?

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Monday, February 28, 2022 4:20 PM
To: Eppinger, Cathy cathv-eppinger@utc.edu

Cc: Ellis, Tom M <tom-ellis@utc.edu>

Subject: RE: Conference Room Reservation Tool

That is a poor choice.

Anthony McClellan

Executive Director, Facilities Planning & Operations
The University of Tennessee at Chattanooga



From: Eppinger, Cathy < cathy-eppinger@utc.edu>

Sent: Monday, February 28, 2022 4:02 PM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Cc: Ellis, Tom M <tom-ellis@utc.edu>

Subject: RE: Conference Room Reservation Tool

Yes.

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Monday, February 28, 2022 10:45 AM

To: Eppinger, Cathy < cathy-eppinger@utc.edu >

Cc: Ellis, Tom M < tom-ellis@utc.edu>

Subject: RE: Conference Room Reservation Tool

This is a simple item that would take me less an hour of less to complete myself. Are you suggesting this is incomplete because I didn't set an explicit deadline?

Anthony McClellan

Executive Director, Facilities Planning & Operations
The University of Tennessee at Chattanooga



From: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>> Sent: Monday, February 28, 2022 10:33 AM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Cc: Ellis, Tom M <tom-ellis@utc.edu>

Subject: RE: Conference Room Reservation Tool

Hi Anthony,

What is your time line for our calendar, time was not provided to when it should be done? I have requested an extension for Travel card and waiting on a response.

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Monday, February 28, 2022 10:29 AM **To:** Eppinger, Cathy < cathy-eppinger@utc.edu>

Cc: Ellis, Tom M <tom-ellis@utc.edu>

Subject: RE: Conference Room Reservation Tool

Cathy — If there's something you don't understand how to do, or need help with, or just don't have the bandwidth for presently please let me know.

Just like the issue with the Travel Card. I can't help if I don't know about it. The T Card been incomplete and outstanding since June 2021. But because you reached out, and I'm aware of it and was able to get an extension.

Maybe this is an error on my part, but when I don't hear back I assume things are okay. However, objectively, the pattern I've noticed for some time is one of very little to no communication coming back to me.

Thanks again,

Anthony McClellan
Executive Director, Facilities Planning & Operations
The University of Tennessee at Chattanooga



From: Eppinger, Cathy < cathy-eppinger@utc.edu > Sent: Monday, February 28, 2022 10:18 AM

To: McClellan, Anthony anthony-mcclellan@utc.edu
Subject: RE: Conference Room Reservation Tool

Good morning Anthony, No the below item has not been completed.

From: McClellan, Anthony <anthony-mcclellan@utc.edu>
Sent: Monday, February 28, 2022 10:14 AM
To: Eppinger, Cathy <cathy-eppinger@utc.edu>

Subject: RE: Conference Room Reservation Tool

Can you let me know if this item is complete? Thanks,

Anthony McClellan
Executive Director, Facilities Planning & Operations
The University of Tennessee at Chattanooga



From: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>>
Sent: Wednesday, February 9, 2022 8:26 AM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>
Subject: RE: Conference Room Reservation Tool

ok

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Tuesday, February 8, 2022 3:57 PM

To: Eppinger, Cathy < cathy-eppinger@utc.edu > Subject: Conference Room Reservation Tool

Cathy – I hope you're having a good day. I know that we had somewhat briefly discussed using the campuses EMS tool for scheduling our Administrative conference rooms. You may already know this but the campus' person who worked with this function is moving away from having this as a portion of their ongoing responsibilities. Separately, there are discussions about certain aspects of Space Management changing hands.

We can discuss this further if needed. However, the best path forward – in my opinion – is to create an Outlook calendar and use that for scheduling our conference room. EMS is a great tool. However, after reviewing it as an option;

- It's not as user friendly as I hoped,
- It uses a separate password protected web-interface,
- It's really designed to be a centralized scheduling tool instead of an internal notification outlet,
- Our conference room in the Admin building is not a public facing space.
- Outlook appears to be better tool for us internally since we all already keep our calendar on Outlook and already send/receive meeting requests via Outlook

Please let me know once it's created. Then we can discuss who to give access to it. Also please <u>do not</u> block off Tuesday's and Thursday's as has been done in the past. Construction projects will continue to get priority. This is not changing. Also Danny & the project managers lead more project meetings than probably everyone else.

However, going forward, meeting reservations should reflect actual meeting times. This has been discussed with Danny and we are on the same page. Thanks for working on this. Let me know if you need anything.



From:

McClellan, Anthony

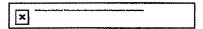
Sent:

Friday, March 11, 2022 9:10 PM

To: Subject: Eppinger, Cathy Re: Utility Accounts

I'd like to see them.

Anthony McClellan
Executive Director, Facilities Planning & Operations
The University of Tennessee at Chattanooga



On Mar 11, 2022, at 3:22 PM, Eppinger, Cathy-Cathy-Eppinger@utc.edu> wrote:

Hi Anthony,

Completed as stated. All ledgers (paper) printed and up to date.

From: Eppinger, Cathy <cathy-eppinger@utc.edu>

Sent: Tuesday, March 8, 2022 5:28 PM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Subject: Re: Utility Accounts

Hi Anthony, and I apologize for the delay.

No, please do not expect E047207, and/or E047209 electronically. The Electricity E047206 was a trial/test training for self on upcoming new fiscal 2022-2023 yearly live Reconciliation electronically.

My normal task is I check all utilities as I go and print the report usually at end of the monam behind on two months of print, due to COVID-related illness (out of the office). But she caught up this week. However, all utilities signed by Tom are in my files (Books) are veras paid with a stamp that reads paid.

Thanks, Cathy



Sent from my T-Mobile 5G Device Get <u>Outlook for Android</u>

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Tuesday, March 8, 2022 3:39:09 PM
To: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>>

Subject: Utility Accounts

1

Good afternoon Cathy,

I'm looking at a request for Period 7 electronic reconciliation of the E047206 (Electricity) account in my IRIS inbox. There's only a couple of inputs, thus this appears. I have two questions:

- 1. Is the plan to process the E047207 (Water) and E047209 (Natural Gas) electronically? If so, when do you think I will this in IRIS?
- 2. Prior to doing this via IRIS, did we reconcile these accounts via paper? Assuming we did, where can I go to view that signed off documentation for prior months?

Thank you,



From:

Eppinger, Cathy

Ellis, Tom M

Sent

Thursday, March 17, 2022 9:15 AM

To:

McClellan, Anthony

Cc: Subject:

RE: Utility Accounts

The approval usually reviews and sign. Possibly, Tom trust that I am always on top of the job task/duties.



From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Thursday, March 17, 2022 8:26 AM

To: Eppinger, Cathy <cathy-eppinger@utc.edu>

Cc: Ellis, Tom M <tom-ellis@utc.edu>

Subject: RE: Utility Accounts

Good deal. However, looking thru this it doesn't appear that he's approved it as such. Is there somewhere else I should look?

I just want to make sure we're completing the accounting reconciliation as is required.

Anthony McClellan **Executive Director, Facilities Planning & Operations** The University of Tennessee at Chattanooga



From: Eppinger, Cathy cathy-eppinger@utc.edu

Sent: Tuesday, March 15, 2022 9:16 AM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Cc: Ellis, Tom M < tom-ellis@utc.edu>

Subject: RE: Utility Accounts

No, reconciler only, Tom is the approval.

From: McClelian, Anthony <anthony-mcclellan@utc.edu>

Sent: Monday, March 14, 2022 5:32 PM

To: Eppinger, Cathy < cathy-eppinger@utc.edu>

Subject: RE: Utility Accounts

Yes. I see the hard copy of the IRIS ledgers that have been initialed and dated. It looks like this has been done periodically throughout the vs. a regular interval as required by policy.

Are you serving as both the account reconciler and the approver of the reconciliation, or is someone else currently performing either of those functions?



From: Eppinger, Cathy < cathy-eppinger@utc.edu>

Sent: Monday, March 14, 2022 3:39 PM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Subject: RE: Utility Accounts

Hi Anthony,

Print ledger for that period. Then make sure the scanned image/amount (IRIS) matches each document number/amount then red check each document number, initial and date.

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Monday, March 14, 2022 10:50 AM

To: Eppinger, Cathy < cathy-eppinger@utc.edu>

Subject: RE: Utility Accounts

Thanks Cathy – I've reviewed this binder. As you've stated, it appears to be a printed off version of ledgers from the various utility accounts. It also contains paperwork for the annual transfer. If Period 7's E047206 was the first electronic reconciliation, how have we reconciled these accounts in the past?

Maybe a better question is have we reconciled our utility accounts in the past?

Thanks for all of your work.

Anthony McClellan
Executive Director, Facilities Planning & Operations
The University of Tennessee at Chattanooga



From: Eppinger, Cathy cathy-eppinger@utc.edu>

Sent: Monday, March 14, 2022 8:21 AM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Subject: RE: Utility Accounts

Good morning,

The ledgers are in your box.

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Friday, March 11, 2022 9:10 PM

To: Eppinger, Cathy < cathy-eppinger@utc.edu >

Subject: Re: Utility Accounts

I'd like to see them.

On Mar 11, 2022, at 3:22 PM, Eppinger, Cathy < Cathy-Eppinger@utc.edu > wrote:

Hi Anthony,

Completed as stated. All ledgers (paper) printed and up to date.

From: Eppinger, Cathy < cathy-eppinger@utc.edu>

Sent: Tuesday, March 8, 2022 5:28 PM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Subject: Re: Utility Accounts

Hi Anthony, and I apologize for the delay.

No, please do not expect E047207, and/or E047209 electronically. The Electricity E047206 was a trial/test training for self on upcoming new fiscal 2022-2023 yearly live Reconciliation electronically.

My normal task is I check all utilities as I go and print the report usually at end of the month. I am behind on two months of print, due to COVID-related illness (out of the office). But should be caught up this week. However, all utilities signed by Tom are in my files (Books) are verified as paid with a stamp that reads paid.

Thanks, Cathy

Sent from my T-Mobile 5G Device Get Outlook for Android

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Tuesday, March 8, 2022 3:39:09 PM
To: Eppinger, Cathy cathv-eppinger@utc.edu

Subject: Utility Accounts

Good afternoon Cathy,

I'm looking at a request for Period 7 electronic reconciliation of the E047206 (Electricity) account in my IRIS inbox. There's only a couple of inputs, thus this appears. I have two questions:

- Is the plan to process the E047207 (Water) and E047209 (Natural Gas) electronically? If so, when do you think I will this in IRIS?
- 2. Prior to doing this via IRIS, did we reconcile these accounts via paper? Assuming we did, where can I go to view that signed off documentation for prior months?

Thank you,

From:

Eppinger, Cathy

Sent:

Monday, March 14, 2022 3:08 PM

To:

McClellan, Anthony

Cc:

Ellis, Tom M

Subject:

RE: P Card

Thank you.

Question. Your February time do not indicate any time off for February 2022 is this error?

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Monday, March 14, 2022 3:00 PM

To: Eppinger, Cathy <cathy-eppinger@utc.edu>

Cc: Ellis, Tom M <tom-ellis@utc.edu>

Subject: RE: P Card

It's a good idea to read FIO530. That's the policy you'll be looking for.

The short story is you apply thru Concur and must complete the P Card training in K@TE. Once that's complete, the request will come to the department head. Once approved in the system, the card will be issued. That part should take less than 30 days.

As an FYI cards are automatically renewed, but the card holder has to complete the K@TE training for that renewal to be triggered.

Anthony McClellan
Executive Director, Facilities Planning & Operations
The University of Tennessee at Chattanooga



From: Eppinger, Cathy < cathy-eppinger@utc.edu>

Sent: Monday, March 14, 2022 2:22 PM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Cc: Ellis, Tom M < tom-ellis@utc.edu>

Subject: RE: P Card

I will read the policy and get back with you, ok?

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Monday, March 14, 2022 1:25 PM

To: Eppinger, Cathy < cathy-eppinger@utc.edu>

Cc: Ellis, Tom M <tom-ellis@utc.edu>

Subject: RE: P Card

You don't know how to request a P Card?

Anthony McClellan



Executive Director, Facilities Planning & Operations The University of Tennessee at Chattanooga



From: Eppinger, Cathy < cathy-eppinger@utc.edu>

Sent: Monday, March 14, 2022 12:05 PM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Cc: Ellis, Tom M < tom-ellis@utc.edu>

Subject: RE: P Card

Hi Anthony,

No. I have not, please enlighten me on the requirements to start the application?

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Monday, March 14, 2022 11:46 AM

To: Eppinger, Cathy <cathy-eppinger@utc.edu>

Cc: Ellis, Tom M <tom-ellis@utc.edu>

Subject: RE: P Card

Good morning Cathy - Just following up on this. Can you let me know if you've initiated your P Card application?

Thanks,

Anthony McClellan
Executive Director, Facilities Planning & Operations
The University of Tennessee at Chattanooga



From: McClellan, Anthony

Sent: Monday, February 21, 2022 2:44 PM
To: Eppinger, Cathy <cathy-eppinger@utc.edu>

Cc: Ellis, Tom M <tom-ellis@utc.edu>

Subject: RE: P Card

Thanks Cathy. I appreciate it.

Anthony McClellan
Executive Director, Facilities Planning & Operations
The University of Tennessee at Chattanooga



From: Eppinger, Cathy < cathy-eppinger@utc.edu>

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Cc: Ellis, Tom M <tom-ellis@utc.edu>

Sent: Monday, February 21, 2022 2:43 PM

Subject: RE: P Card

Not yet, but I will make it happen and follow-up.

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Monday, February 21, 2022 2:36 PM
To: Eppinger, Cathy cathy-eppinger@utc.edu

Cc: Ellis, Tom M < tom-ellis@utc.edu>

Subject: RE: P Card

Have you had a chance to apply for this?

Anthony McClellan
Executive Director, Facilities Planning & Operations
The University of Tennessee at Chattanooga



From: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>>

Sent: Monday, February 21, 2022 2:21 PM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Cc: Ellis, Tom M < tom-ellis@utc.edu>

Subject: RE: P Card

Ok, thank you so much!

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Monday, February 21, 2022 1:49 PM
To: Eppinger, Cathy cathy-eppinger@utc.edu

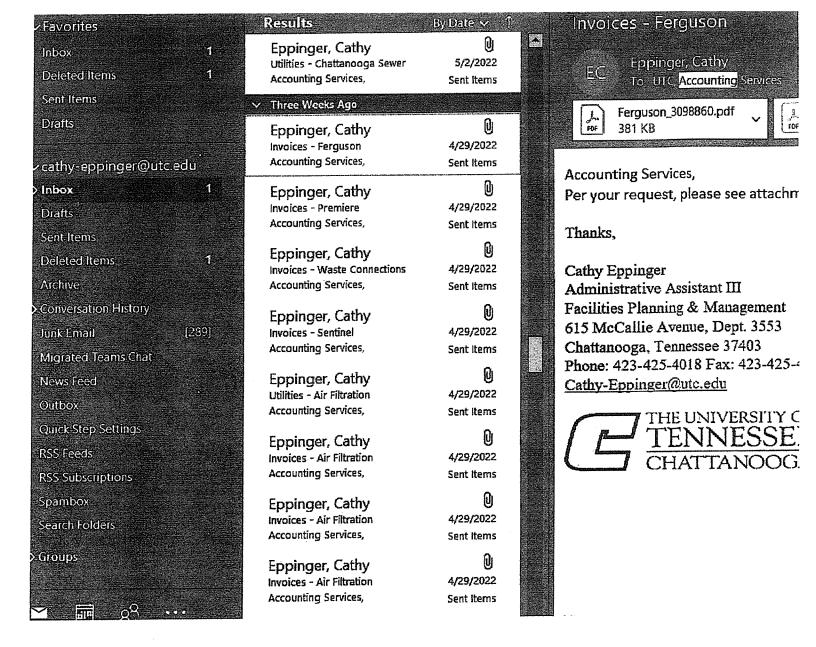
Cc: Ellis, Tom M <tom-ellis@utc.edu>

Subject: P Card

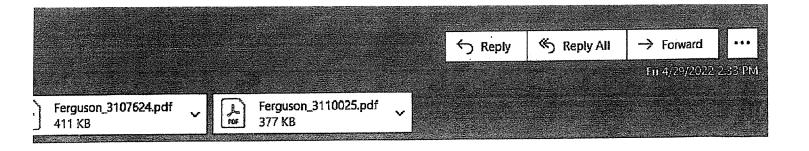
Good afternoon Cathy – As you're aware, part of your listed job responsibilities includes being the departmental P Card holder. Please let me know if you've applied for to receive that P Card.

Thanks,





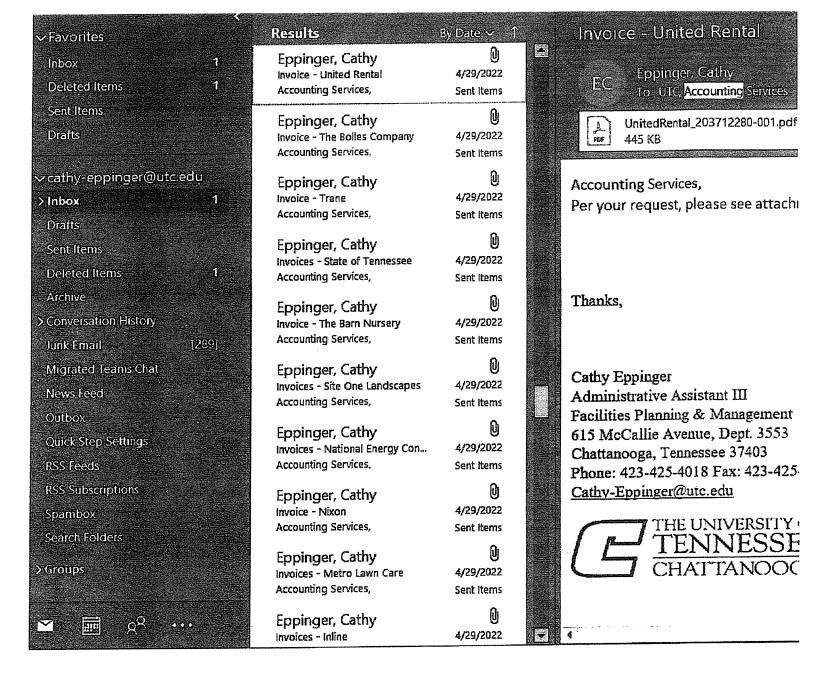
The Records Throcates that Annouses was put In Mechellan Box on April 26, 2022, Payroll Record welcote that machellan was in the offices on 26th + 29th. Therefore, was invoiced me Late" it is due to Lake approval.

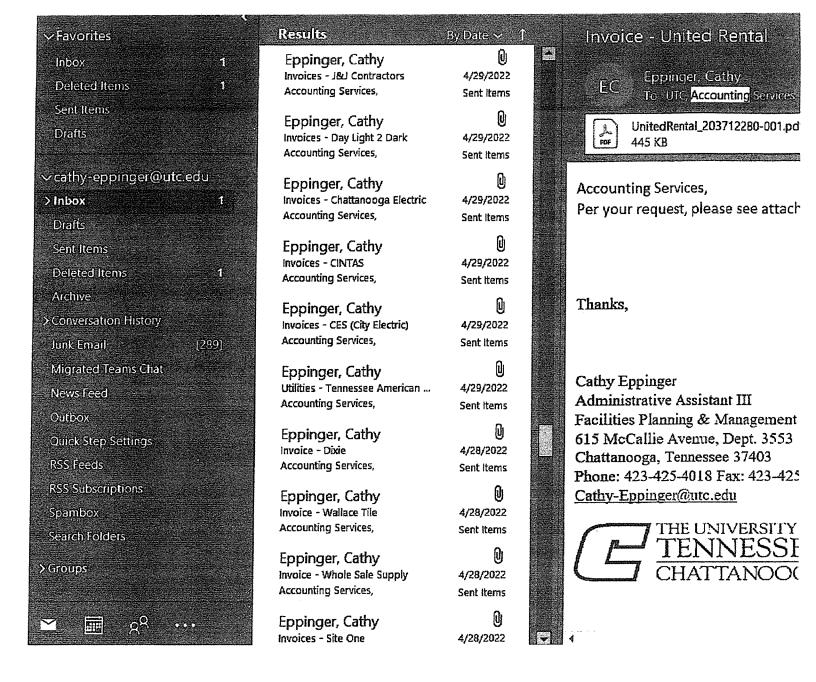


ients.

1749

TE A





From:

UTC Campus Information <UTCINFO@RAVEN.UTC.EDU> on behalf of Pou, Laure

Sent:

Tuesday, March 22, 2022 9:36 AM

To:

UTCINFO@RAVEN.UTC.EDU

Subject:

[UTCINFO] Reminder: Staff annual performance reviews are due March 31



Campus Colleagues,

The annual staff performance review season is upon us! Annual performance reviews are a key component of employee development, and we ask that supervisors ensure all eligible staff employees receive a performance review for the 2021 review period.

Performance Management Development Curriculum

Human Resources is excited to announce the **2021-2022** *UTC Performance Management Curriculum* available online in <u>K@TE</u>. This new curriculum includes a series of modules targeting the 3-phases of the performance management cycle and may be completed at your own convenience and pace. The content is digestible, easily accessible, and packed with helpful resources. Total duration of all modules is less than 60 minutes.

The Chancellor's Executive Leadership Team (ELT) strongly encourages all supervisors responsible for staff performance evaluations to complete the online curriculum no later than March 15. We also request campus administrators assist in ensuring the new curriculum is completed by all new supervisors and supervisors with performance management identified as an area of development within your respective units.

Inclusion, Diversity and Engagement

The University embraces diversity and inclusion, and all employees are expected to uphold the University's <u>Mission</u>, <u>Vision</u>, <u>and Values</u> in performing all job functions and responsibilities. As a reminder, the 2021 review period includes the new <u>Inclusion</u>, <u>Diversity</u>, <u>and Engagement (IDE)</u> as a key performance element, replacing the Adaptability and Flexibility key element on the staff <u>Performance Review Summary</u>.

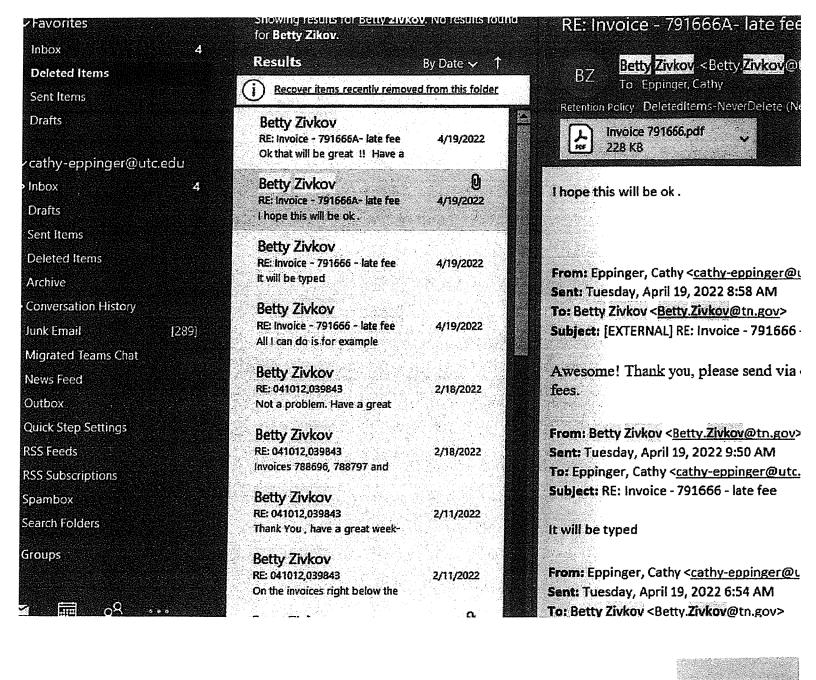
Opportunities to join discussions regarding performance management best practices and the new inclusion, diversity and engagement performance element with members of the Office of Human Resources and the Division of Diversity and Engagement will be coming soon!

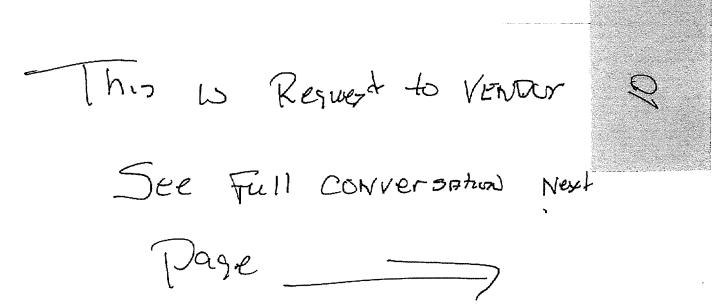
The staff performance review process has not changed since last year, but below are some important reminders regarding the review process and UT System Policy <u>HR0129 - Performance Reviews for Regular Staff Employees:</u>

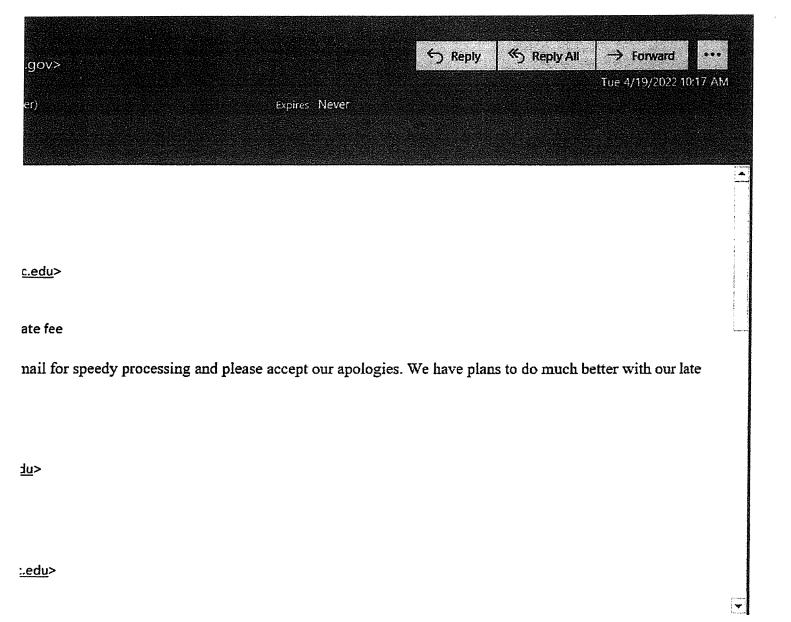
- Review Period Staff employees will be evaluated based on the calendar year (January 1 through December 31, 2021).
- Performance Review Forms and Deadlines The only form required for submission to Human Resources is the
 <u>Performance Review Summary</u>, which should be submitted to the Office of Human Resources by March 31,
 2022. You will notice that some changes have been made to the Performance Review Summary to streamline
 use and better align with our campus practices.
 Please refer to the UTC <u>Staff Annual Performance Review</u> webpage for an overview of the performance review
 process, as well as a variety of supplemental forms that can be utilized to enhance performance management
 efforts.
- Administrative Review to Ensure Consistency and Accuracy As outlined in <u>HR0129</u>, it is strongly recommended that supervisors review and discuss staff performance evaluations with their immediate supervisor prior to scheduling the performance review meeting with the staff member.
- Required Signatures Staff performance reviews require the signatures of the employee, the employee's supervisor, and next level of administration. <u>Unless otherwise approved, performance review forms will not be accepted by HR until all three required signatures are included</u>.
- Methods for Submitting Performance Reviews It is preferred that performance reviews be submitted
 electronically to <u>UTCHumanResources@utc.edu</u>, but hard copies may be delivered to the Office of Human
 Resources, Dept. 3603, at 720 McCallie Avenue.

Performance Review Questions?

Questions regarding performance management and completion of annual staff performance reviews may be directed to Julie Brown, Director of Employee Relations, at 425-4638 or <u>Julie-g-Brown@utc.edu</u>.







From:

Eppinger, Cathy

Sent:

Monday, February 21, 2022 9:33 AM

To:

Hodge, Donnie

Subject:

FW: Invoices - State of TN

Hi Donnie,

Please check you desk to see if you have the below invoices.

From: Chesnutt, Joey <joey-chesnutt@utc.edu> Sent: Monday, February 21, 2022 9:20 AM To: Eppinger, Cathy <cathy-eppinger@utc.edu>

Subject: RE: Invoices - State of TN

I have not seen these come through Cathy.

From: Eppinger, Cathy < cathy-eppinger@utc.edu >

Sent: Friday, February 18, 2022 12:34 PM
To: Chesnutt, Joey < joey-chesnutt@utc.edu >
Cc: Hodge, Donnie < Donnie-Hodge@utc.edu >

Subject: Invoices - State of TN

Hi Joey,

Please check to see if you have the following invoices all are late fees with an 01(red ink) added at 1 each invoice:

788773-01 - \$30.00 788797-01 - \$30.00 788696-01 - \$270.00

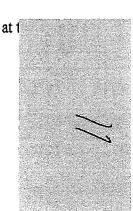
Thanks,

Cathy Eppinger
Administrative Assistant III
Facilities Planning & Management
615 McCallie Avenue, Dept. 3553
Chattanooga, Tennessee 37403

Phone: 423-425-4018 Fax: 423-425-4749

Cathy-Eppinger@utc.edu





791666A

From:

Betty Zivkov <Betty.Zivkov@tn.gov> Tuesday, April 19, 2022 10:42 AM

Sent: To:

Eppinger, Cathy

Subject:

RE: Invoice - 791666A- late fee

Ok that will be great !! Have a great day!

From: Eppinger, Cathy <cathy-eppinger@utc.edu>

Sent: Tuesday, April 19, 2022 9:25 AM To: Betty Zivkov <Betty.Zivkov@tn.gov>

Subject: [EXTERNAL] RE: Invoice - 791666A- late fee

Thank you, we will process as soon as possible.

From: Betty Zivkov < <u>Betty Zivkov@tn.gov</u>>
Sent: Tuesday, April 19, 2022 10:17 AM

To: Eppinger, Cathy < cathy-eppinger@utc.edu>

Subject: RE: Invoice - 791666A- late fee

I hope this will be ok.

From: Eppinger, Cathy < cathy-eppinger@utc.edu>

Sent: Tuesday, April 19, 2022 8:58 AM
To: Betty Zivkov <Betty.Zivkov@tn.gov>

Subject: [EXTERNAL] RE: Invoice - 791666 - late fee

Awesome! Thank you, please send via email for speedy processing and please accept our apologies. We have plans to do much better with our late fees.

From: Betty Zivkov < <u>Betty.Zivkov@tn.gov</u>> Sent: Tuesday, April 19, 2022 9:50 AM

To: Eppinger, Cathy <cathy-eppinger@utc.edu>

Subject: RE: Invoice - 791666 - late fee

It will be typed

From: Eppinger, Cathy < cathy-eppinger@utc.edu>

Sent: Tuesday, April 19, 2022 6:54 AM To: Betty Zivkov <Betty.Zivkov@tn.gov>

Subject: [EXTERNAL] FW: Invoice - 791666 - late fee

Importance: High

^{***} This is an EXTERNAL email. Please exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email - STS-Security. ***

Hi Betty,

If possible, please send a late fee invoice via email for the below amount of \$137.50. Please note that we can not use invoice #791666 is has been utilized in our system.

From: Eppinger, Cathy

Sent: Friday, April 8, 2022 3:06 PM
To: Betty Zivkov < <u>Betty.Zivkov@tn.gov</u>>
Subject: Invoice - 791666 - late fee

Importance: High

Hi Betty,

We can no longer process late fees separate from the original invoice with identical invoice number. If possible, please send a new invoice number for late fee of \$137.50 via email for speedy processing. Please also note this account that we will process the late fee as soon as possible. Additionally, please accept our apologies for the delay in invoice/late fee on invoice #791666. In the future, we will process/research late fee at the time of current invoicing.

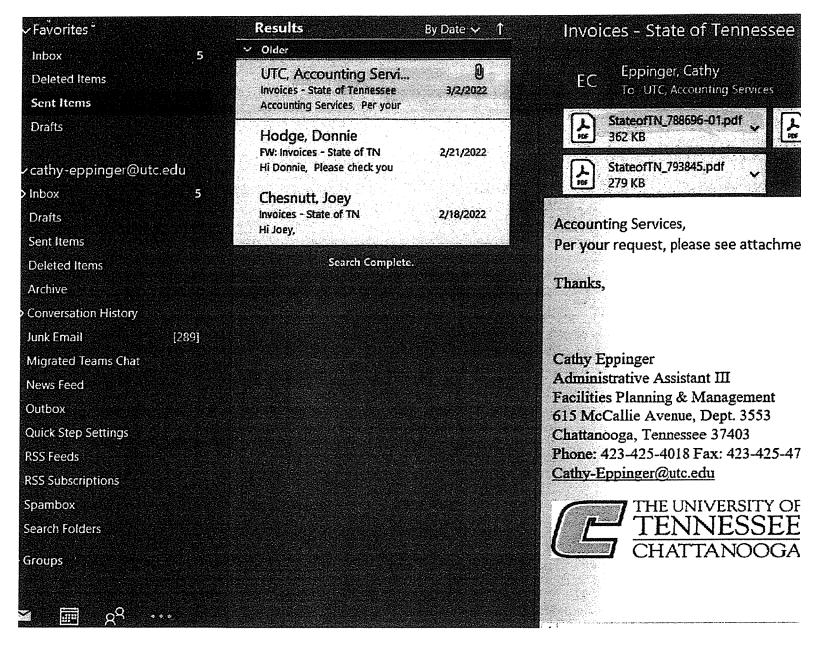
Thanks,

Cathy Eppinger
Administrative Assistant III
Facilities Planning & Management
615 McCallie Avenue, Dept. 3553
Chattanooga, Tennessee 37403
Phone: 423-425-4018 Fav: 423-425-4741

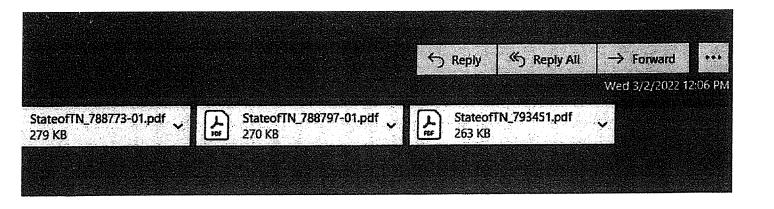
Phone: 423-425-4018 Fax: 423-425-4749

Cathy-Eppinger@utc.edu

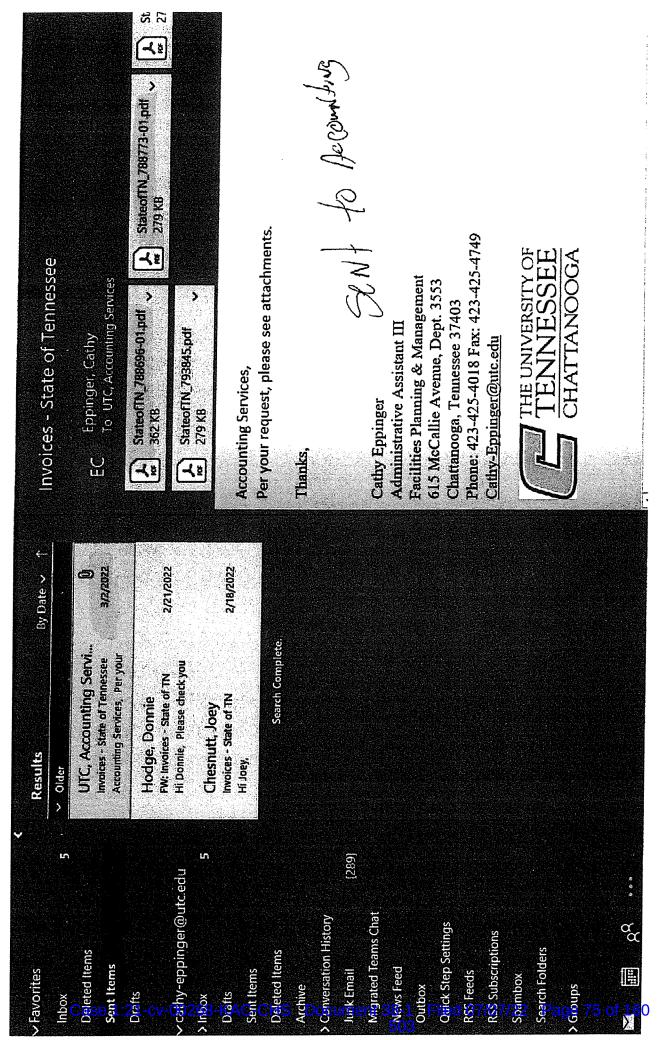


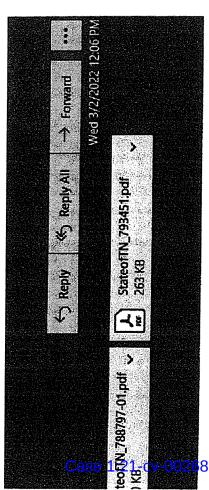


Sent to Accounting



ts.





Eppinger, Cathy

From:

UTC Campus Information <UTCINFO@RAVEN.UTC.EDU> on behalf of Pou, Laure

Sent: Thursday, February 4, 2021 12:17 PM

To:

UTCINFO@RAVEN.UTC.EDU

Subject:

[UTCINFO] Reminder: Deadline for Staff Performance Evaluations is March 31



Campus Colleagues,

This is a friendly reminder that the deadline for submitting completed performance reviews to Human Resources for regular staff employees is **March 31**.

Overview of Policy and Process

The staff performance review process has not changed since last year, but there are some important reminders regarding the review process that are outlined below.

- Review Period Staff employees will be evaluated based on the calendar year (January through December).
- **Performance Review Process and Forms** Please refer to the UTC <u>Staff Annual Performance Review</u> webpage for a description of the performance review process, as well as a variety of supplemental forms that can be utilized to enhance performance management efforts. The only form required for submission to Human Resources is the <u>Performance Review Summary Form</u>.
- Required Signatures Staff performance reviews require the signatures of the employee, the employee's supervisor and next level of administration to ensure consistency and fairness.

 Performance review forms will not be accepted by HR until all three required signatures are included unless otherwise approved.

Please review UT HR Policy <u>HR0129 - Performance Reviews for Regular Staff Employees</u> for additional information regarding performance ratings, required performance improvement plans and ineligibility for across-the-board increases.

Methods for Submitting Performance Reviews

It is preferred for performance reviews to be submitted electronically to <u>Personnel@utc.edu</u>, but hard copies may be delivered to the Office of Human Resources, Dept. 3603, at 720 McCallie Avenue.

Inclusion, Diversity and Engagement

P9 18

The University of Tennessee at Chattanooga Staff Performance and Development Review

Performance Review Summary

Employee Name:	Cathy Eppinger	Review Period:	From 1/01/20 <u>21</u> to 12/31/20 <u>21</u>
Employee Personnel #:	309929	Position Title:	Administrative Specialist III
Department:	Facilities Planning and Management	Supervisor Personnel #:	392575
prior to completing this Performance Review M	iew the staff member's Performance Rep s part of the evaluation, which is to be us feeting. Please attach any other forms or o Human Resources for retention in the p	ed to inform and g documents used i	guide discussion in the face-to-face in the performance review process and
Key Performance E	Elements:		
	nents - the extent to which the employee in as defined in the Position Description (
5 Cons	sistently Exceeds Expectations (supporting	ng statement/docu	mentation required)
4 Fully	Achieves and Occasionally Exceeds Ex	pectations	
3 Fully	Achieves Expectations		
2 Som	etimes Achieves Expectations		
I Rare	ly Achieves Expectations (supporting sta	tement/document	ation required)
payroll, processing n I believe her intent is ability/willingness to we will have to transi	nments: anding one. On any given day she is involved in the involved involved involved in the involved in	ties accounts) that an erstands them. Howe nderstanding. Moving	e critical to the department and the University. ever, she's doesn't seem to have an g into 2022, there are a couple of areas where
2. Service & Rel working relation	ationships - the extent to which the emponships in a diverse workplace, respect for visitors.	loyee's behaviors or one's fellow wo	are directed toward fostering positive rkers, and cooperation with students,
5 Cons	istently Exceeds Expectations (supporting	g statement/docur	nentation required)
4 Fully	Achieves and Occasionally Exceeds Ex	pectations	
3 Fully	Achieves Expectations		
2 Some	etimes Achieves Expectations		
. []	y Achieves Expectations (supporting state	tement/documenta	ation required)

3. Accoundepartment consider	tability & Dependability - the extent to which the employee contributes to the effectiveness of the ent and the overall mission of the University. (NOTE: Time off approved under FMLA may not be ed)
5	Consistently Exceeds Expectations (supporting statement/documentation required)
4 🔲	Fully Achieves and Occasionally Exceeds Expectations
3	Fully Achieves Expectations
2 🔲	Sometimes Achieves Expectations
1 🔲	Rarely Achieves Expectations (supporting statement/documentation required)
l believe	& Comments: that Cathy is a hard worker that places a priority on being accountable & dependable. ion requires, and she is able to process items in a timely manner.
dignity a	n, Diversity & Engagement - Evaluate the extent to which the employee treats others with fairness, and respect, fosters inclusion, values individual and group differences, makes efforts to enhance diversity, and engagement, and contributes to departmental and organizational unit diversity strategic Consistently Exceeds Expectations (supporting statement/documentation required) Fully Achieves and Occasionally Exceeds Expectations Fully Achieves Expectations Sometimes Achieves Expectations Rarely Achieves Expectations (supporting statement/documentation required)
would agree that occurrences that	e sees herself as someone who embraces faimess and fosters inclusion. There are times when I cathy has met those expectations. Not to rehash previous shortcomings; However, the set of the led to her April 2021 Final Written Warning included several items that dealt with a failure to treat by and respect. I am hopeful that these types of behaviors/interactions is something will cease to be
	Performance Review Summary revised October 2021

Performance Review Summary revised October 2021

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Comments: (additional attachments may be included if space is insufficient)
Supervisor comments:
See attached.
Staff member (employee may provide additional comments to be retained with this document in personnel file):
DISAGREO
(12
NOTE: If staff member does not agree with the content of the review, staff member may indicate the points of disagreement in the Comments section above.
By signing below, I acknowledge that I have participated in the review process and received a copy of the review.
Administrative Review Signature (required) (to be reviewed before employee signature) Date
Staff Member (required) Date
Please email the Performance Review Summary to the Office of Human Resources for review and retention in the employee's personnel file. Maintain a copy of the summary form and all supporting documents in the department's employee file.

Performance Review Summary revised October 2021



Item #2 - Service & Relationships

This is probably the area in which Cathy has the most room for growth. I believe that everyone desires to foster positive relationships. I believe this to be a basic human need. Cathy certainly does have the ability to engage in positive interactions and seems to have several positive professional relationships. However, there have been many, many documented examples where this is not the case, and where the behavior and exchanges is clearly in the not-professional category.

Here is my observation: Points of negative interaction sometime seem to follow process/workflow change discussions. Process/workflow changes can needed for many reasons. Most of those reasons are not the fault of Cathy's position. There can be process gaps, changing business needs, or something completely external to the department (or even UTC, for that matter). There are many things which we might need to respond to in a way that necessitates a change in course. When modifications or rework become necessary, Cathy seems to struggle to keep her interactions positive on a consistent basis.

For example, there's been an ongoing reluctance to communicate & collaborate with the Business Manager position within Facilities Planning & Management. Cathy's position and the Business Manager's position are too closely related and intertwined for there to be little to no collaboration. Also, as an example, when Mark's Tree Service had trouble returning a check to the University, it required some rework on our part. In my opinion, those interactions with the vendor turned unprofessional.

We all have (myself included) times when we disagree with the decided course of action. Sometimes those disagreements are very strong in nature. This is expected and acceptable, if the interactions themselves stay professional and don't inhibit the teamwork and/or collaborative environment necessary to achieve operational successes.

Moving forward, significant progress must be observed in this area.

Supervisor Comments

Professionally, there's nothing I desire more, within the Operations portion of my responsibility, than for Cathy to feel and be successful in her role. It's a job that touches most every part of facilities operations in an impactful way. One very critical portion of the job is to work closely with and alongside others, and to appropriately receive and give feedback to colleagues, customers, vendors, etc.. The same could be said of any of our positions within FPM. We are a service organization. In my opinion, UTC successfully achieving its mission is dependent on how well FPM performs. The extent to which we properly resource and support positions like Cathy's, is the extent to which we have a chance to successfully deliver service. For that to happen, we have to be able to work together and interact professionally at all times.



(Coverant A COUNTRAL

The Trustees of Covenant College, whon recommendation of the Faculty have conferred on

Cathy Watson Typinger

the degree of

Muchelm of Science

S)

Organizational Management

with all the rights and privileges pertaining therets.

In testimony whereof, witness the Seal of the College and the signatures of its officers at Lookout Mountain, Georgia

May 6, 2006

mt & Chine

Chairman, Board of Tust

Chairman, Beard of Tustics R. R. Hall

lee Besident for Academic Affairs

"That in all things Christ might have the preeminence" Colossians 1:18

Sid B Shide

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Exhibit



Chattanooga State Technical Community Aollegi

Chaffannoga, Tennessee

The State Board of Regents of the State of Tennessee

Apon the recommendation of the Faculty of the College hereby confers upon

Cathy Tippinger

at III

Associate of Applied Science Begree

Office Administration

consideration of the satisfactory completion of the courses prescribed. In Testimony Mhereof, the Seal of the State and signatures as with all the rights, privileges and honors appertaining thereto in authorized by The Wourd of Regents are hereunto affixed. Giben at Chattanooga, Tennessee in the Year of Two Thousand Four-

Phis make

Chancellor Tennessee Board of Regents



Exhal



CATHY EPPINGER

Chattanooga, Tennessee 37421 - (423) 994-3777 - Keppingr@bellsouth.net

PROFESSIONAL SUMMARY

Efficient, accuracy-driven Administrative Specialist III successful at delivering key clerical support to internal teams, customers, vendors, and other stakeholders. Demonstrate success in analytical problem solving and boosting operational efficiency. Bringing 35 years of superior performance in related roles.

EDUCATION

Bachelor of Science – Organizational Management, 5/2006

Covenant College – Lookout Mountain, Georgia

Associate of Applied Science – Office Administration, 5/2004

Chattanooga State Community College – Chattanooga, Tennessee

Diploma 1982

Chattanooga City High School – Chattanooga, Tennessee

WORK HISTORY

Administrative Specialist III, 11/2011 to Current

UTC - Chattanooga, Tennessee

Prepare reports, balance budget, create spread sheets, run monthly reports, enter bi-weekly/monthly payroll time, process utility bills, create requisition, and work successfully with Banner to access information about students. Update spreadsheets to track, analyze and report on performance data for 266+ utilities bills.

- Manage office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels
- Compose external correspondence for utility bills and review documentation to eliminate errors.
- Generate payroll reports for maximum impact and results
- Manage accounts payable
- Execute record filing system to improve document organization and management
- Welcome office visitors warmly and alerted staff to arrivals of scheduled appointments
- Process travel, which includes randomly booking airfare, hotel, and ground transportation

Customer Service, Billing Analyst/Fleet manager/Dispatcher, 3/2005 – 10/2011 U.S. Xpress Enterprises/Xpress Global – Chattanooga, Tennessee

- Dispatched truck into status positions and resolved driver issues
- Prepared billing statement through data entry system
- Responded to customer request for product, services, and company information

SKILLS

- AS400, IRIS System, Advance MS Office suite knowledge
- AR/AP, Account reconciliation, Balance budget, Business correspondence
- Spreadsheet management, Workflow planning, Records management, Invoice processing
- Contract agreement preparation, Payroll budgeting, Database management

The University of Tennessee at Chattanooga Staff Performance and Development Review

Performance Review Summary

Employee Name:	•	new Summur		
3.1F J	Cathy Eppinger	Review Period:		
Employee IRIS#:	309929	Position Title:	Administrative S	ervices Assistatn III
Department:	Facilities Planning and Management	Supervisor:	Sue Stephen	S
ior to completing th	view the staff member's Performance Rep is part of the evaluation, which is to be us Meeting. Please attach any other forms of to Human Resources for retention in the p	r documents used	n the performance	or Self-Evaluation the face-to-face review process and
ov Performance	Elements:			L. Complians of
1. Accomplish	nments - the extent to which the employee tion as defined in the Position Description	e meets expectation Questionnaire (P	ns in performing the DQ).	e job runctions of
5 Co	onsistently Exceeds Expectations (support	ing statement/doc	umentation require	d)
	ally Achieves and Occasionally Exceeds F			
3 🔲 F	ally Achieves Expectations			
	ometimes Achieves Expectations			
$_1 \square_R$	arely Achieves Expectations (supporting s	statement/docume	itation required)	
Examples &	Comments:			
Attached				
working re customers,	Relationships - the extent to which the enlationships in a diverse workplace, respectand visitors.			
	Consistently Exceeds Expectations (support	rting statement/do	cumentation requir	ed)
5				
	Fully Achieves and Occasionally Exceeds	Expectations		2. 20
4	Fully Achieves and Occasionally Exceeds Fully Achieves Expectations	Expectations		thiht
4			magnirad)	Lxhibt

Cathy is very personable and consistently demonstrates a positive attitude. She works hard to have a meaningful and professional relationship with everyone. She treats everyone in a respectful, friendly and professional manner to include coworkers, students, visitors, and customers. She everyone. She treats everyone in a respectful, friendly and professional manner to include coworkers, students, visitors, and customers. She constantly takes courses that are available to her on communications and customer service. She is always looking for ways to improve her skills.



Attachment to SPDR for Cathy Eppinger 2019

Accomplishments for Item 1

Cathy has processed efficiently the biweekly payroll, travel requests and associated documents, utility invoices, monthly billing for the auxiliary utility costs, vendor information updates in IRIS, kept utility spreadsheet for utilities up to date for Assistant Vice Chancellor, maintained utility files, verified payroll records, kept inventory and ordered office supplies, researched problems with invoices, prepared deposits for the department, handled/distributed incoming and outgoing mail for the department, copied, faxed, and scanned documents for the department. In addition, Cathy entered monthly data information for secondary water meter readings, and printed biweekly leave balance reports for all facilities supervisors.

Cathy has also on her own initiative composed and sent correspondence to utility companies and other vendors about problems with their invoices.

Cathy assists with processing department invoices for payment, maintaining the FPM Ledger/Invoice Database, maintaining the department invoice files, processing personnel actions, and researching information for the department.

Cathy has also helped with special projects and tasks for the Facilities Supervisors: Travel information and research, reports, communication, and editing documents.

In addition to performing the full range of administrative duties, she has done an extraordinary job of managing the complex utility billing comprised of several hundred accounts. Many of the accounts have disputed balances going back several years. These account balances were disputed due to utility companies posting payments to the wrong accounts or being slow to post payments. These errors generated erroneous late fees and represented a significant sum. Cathy has researched all of these thoroughly and provided documentation supporting our position. As a result, almost all of the erroneous billing accounts have been corrected. She continues to work on the few remaining disputed accounts and continues to identify and correct ongoing billing errors. This work has saved the University thousands of dollars, and resulted in more timely recoveries and accounting. Cathy processed 2,736 utility invoices in addition to the other invoices for the department.

Cathy has also assisted Anthony McClellan, Executive Director, with creating a Facilities Planning and Management private group e-mail and other tasks as needed such as reports, copying and scanning documents.

On her own initiative, she has been checking the payment status of invoices after sending to Accounting Services to make sure invoices have been received and processed for payment. If processed, she stamps invoice "paid" before filing the original. By doing this procedure, she can detect potential problems early and help expedite invoice payments.



Cathy also covered for the Senior Administrative Services Assistant, Sue Stephens, while she was on seven weeks sick leave, which increased her workload with processing invoices, transfer vouchers, personnel papers, monthly payroll and researching problems with invoices.

Cathy is also the Employee Relations Committee Representative for the Facilities Department. This committee provides a direct channel to two-way communication between University administration and regular non-exempt employees for information and advisory purposes. She has been re- elected to a two-year term (2020 -2021). This committee meets once a month.

Cathy Eppinger Training attended 2019

- 02/16/19 Regional Utility Data Management Training 9 a.m. to 3:30 p.m. 5.5 Hours
- 02/07/19 Communication Skills for the Workplace 9 a.m. to 10 a.m. 1.0 Hour
- 03/14/19 The Administrative Assistants Conference at Hilton Garden Inn 9 a.m. to 4 p.m. 6.0 Hours
- 03/25/19 Interpersonal Communication: Communicating with Confidence 9 a.m. to 10 a.m. 1.0 Hour
- 04/12/19 S.T.O.P. Unhealthy Work Conflict 3:30 to 4:30 p.m. 1.0 Hour
- 04/12/19 The Art of Effective Customer Service 2 to 3 p.m. 1.0 Hour
- 04/05/19 Execute with Excellence 2 to 3 p.m.

1.0 Hour

04/25/19 Interpersonal Communication 9 a.m. to 10 p.m. 1.0 Hour

07/10/19 E-Invoicing and UT Market Place 1.0 Hour

07/18 True Colors and Communication 9 a.m. to 10 a.m. 1.0 Hour

07/30/19 How to Build a Successful Team 9 to 10 a.m. 1.0 Hour

08/08/19 Improving Workplace Relations 9 a.m. to 10 a.m. 1.0 Hour



08/13/19 How to Overcome Negativity in the Workplace 9 a.m. to 10 a.m.

1.0 Hour

11/20/19 Active Listening Training 9 a.m. to 12 noon

3.0 Hours

November 06-08, 2019 Administrative Professionals Retreat, Gatlinburg, TN

8.75 Hours

May 13-15, 2019 The TNAPPA Annual Conference in Memphis, TN - Attended several training sessions 16 Hours

June 2019 Title VI

.5 Hour

November 2019 Active Shooter Training

1 Hours

December 2019 Bridges: Taking Action

1 Hours

Total Hours

52.75



Cathy Eppinger Training for 2018

October 9, 2018 Search Committee with Chandra Ward	1.0 hour
October 24, 2018 Major Accounts Breakfast by Tennessee American	1.0 hour
Water Company with Kimberly Moore	1 O hour
April 18, 2018 Stop Unhealthy Work Conflict	1.0 hour
September 5, 2018 Concur Online Travel Booking	1.0 hour
April 12, 2018 The Art of Effective Customer Service	1.0 hour
December 16, 2018 IT Security Awareness Training	1.0 hour
December 16, 2018 Bridges: Building a Supportive Community	1.0 hour
	1.0 hour
TNAPPA 2018 Conference UT Market Place, Tennessee Materials Market	2.0 1.0
Place, Green Purchasing	
May 11, 2018 The Extraordinary Administrative Support	6.5
Professionals' Conference	
Total Hours	14.5 hours

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	Accounts departme considere	ability & Dependability - the extent to which the employee contributes to the effectiveness of the nt and the overall mission of the University. (NOTE: Time off approved under FMLA may not be ed)
	5	Consistently Exceeds Expectations (supporting statement/documentation required)
	4 🔲	Fully Achieves and Occasionally Exceeds Expectations
	3	Fully Achieves Expectations
	2	Sometimes Achieves Expectations
	1	Rarely Achieves Expectations (supporting statement/documentation required)
a	nd more on time an	& Comments: ne the most dependable and conscientious team members we have. She is eager and willing to learn new seffective processes to improve the efficiency of our department and the University's mission. She is always at work as scheduled. She is adaptable and flexible to new ideas, programs and systems. She covered at work as scheduled. She is adaptable and flexible to new ideas, programs and systems. She covered at work as scheduled. She is adaptable and flexible to new ideas, programs and systems. She covered the following the first program is a support to the first pro
4.	systems	bility & Flexibility - the extent to which the employee exhibits openness to new ideas, programs, and/or structures. Consistently Exceeds Expectations (supporting statement/documentation required)
	4	Fully Achieves and Occasionally Exceeds Expectations
	3	Fully Achieves Expectations
	2	Sometimes Achieves Expectations
	1	Rarely Achieves Expectations (supporting statement/documentation required)
Cath	y is proac	Comments: ctive, prompt, and dependable. She is efficient and really tries to perform her work correctly and in a ctive, prompt, and dependable. She is efficient and really tries to perform her work correctly and in a ctive, prompt, and dependent on status of projects that she handles. She continues to she is very good at keeping me informed on status of projects that she handles. She continues to clear up past due balances and inappropriate charges as well as research other invoice accounts to clear up past due balances and inappropriate charges as well as research other invoice accounts to clear up past due balances and inappropriate charges as well as research other invoice accounts to clear up past due balances and inappropriate charges as well as research other invoice accounts to clear up past due balances and inappropriate charges as well as research other invoice accounts to clear up past due balances and inappropriate charges as well as research other invoice accounts to clear up past due balances and inappropriate charges as well as research other invoice accounts to clear up past due balances and inappropriate charges as well as research other invoice.
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	5. Decision Making & Problem Solving - the extent to which the employee makes sou decisions that are in the best interest of the University.	and logical	job-related	
•		tion required)		
	5 Consistently Exceeds Expectations (supporting statement/documentar	,		
	4 Fully Achieves and Occasionally Exceeds Expectations			
	3 Fully Achieves Expectations			
	2 Sometimes Achieves Expectations	-		
	1 Rarely Achieves Expectations (supporting statement/documentation	required)		
	Examples & Comments: Cathy is a very important team member in the Facilities Department. She wants to in the department. She is eager and willing to learn new and more effective process our department and support the University's mission. She is adaptable and flexible systems. She has quickly adapted to FPM specific requirements, particularly a very tracking system, as well as very challenging and extensive payroll and invoice requirements.	to new ideas, f v complex utility	programs and	l l
	TOTAL POINTS: 25			
	Total Points			
	Rating			
	Consistently Exceeds Expectations = 23 - 25 19 - 22			
	Fully Achieves and Occasionally Exceeds Expectations			
•	Fully Achieves Expectations			
	Sometimes Achieves Expectations			
	Unsatisfactory/Not Eligible for Across the Board			
l	Increase (Performance Improvement Plan Required) = 9 or less			
	Final PR Rating: Consistantly Exceeds Expectations			
	Summary Checklist			
	 Goals and Objectives have been developed and discussed with employee? Refer to optional Goals and Objectives form 	Yes	No	
	2. Job Duties and Performance Expectations have been discussed with employee?	Yes 📕	No	
	3. Appropriate corrective action has been discussed with employee?	Yes	No I	NA 📕
	4. Performance Improvement Plan has been developed for employees with a Final PR Rating of 9 or below (required)? Refer to Performance Improvement Plan form	Yes	No !	NA 💻
	5. Individual Development Plan has been developed for employees receiving a Final PR Rating of 10 or above? Refer to optional Individual Development Plan form	Yes 🗌	No 🔲 I	NA 🗌
	· · · · · · · · · · · · · · · · · · ·	ed December	2013	
1	DI DICTORIO			

Case 1:21-cv-00268 KAC-CHS Document 38-1 Filed 07/07/22 Page 92 of 160 PageID #: 520

Job Content Review	<u>Y</u>
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Job Content Review	
ate of last review of staff member's PDQ by Human Resources:	03/27/19
Does the current Position Data Questionnaire reflect accurately the c	
If it does not, it is suggested PDQ be revised for review by Human I	Resources.
Comments: (additional attachments may be included, if space is in Supervisor:	nsufficient)
Staff Member (Employee may provide additional comments to be reaction of the Facilities Planning and Marnew IRIS processes and is always willing to help anyone in the always looking for a more efficient way to do things. She wants attends training classes offered for our employees. I agree with this assessment of my performance: I do not agree with this assessment of my performance: [If staff member does not agree with content of review, he/she should indicate disagreement to be considered by the next level of administration. Additional comments to be reaction and the reaction of the recommendation of the	department that needs assistance. She is to take on more responsible duties. She
By signing below, the staff member and supervisor acknowledge to face meeting in which feedback regarding performance was give discussed. Staff Member (required) Supervisor (required) By signing below, the administrator to whom the above supervisor eview documents, including any indication of contested issues.	5/25/20 Date 5-25-20 Date

Administrative Review Signature (required)

Title of Reviewer

Date

Please send original with any attachments to the Office of Human Resources for review and retention in permanent personnel file.

SPDR revised December 2013

The University of Tennessee at Chattanooga Staff Performance and Development Review

Performance Review Summary

		l			
Employee Name:	Cathy Eppinger	Review Period:	from 1/01/20 <u>18</u> to 12/31/20 <u>18</u>		
Employee IRIS#:	309929	Position Title:	Administrative Services Assistant III		
Department:	Facilities Planning & Management	Supervisor:	Sue Stephens		
prior to completing the Performance Review A	view the staff member's Performance Rep is part of the evaluation, which is to be us Meeting. Please attach any other forms or to Human Resources for retention in the p	ed to inform and g documents used i	guide discussion in the face-to-face in the performance review process and		
Key Performance	Elements:				
	nents - the extent to which the employee on as defined in the Position Description (
5 Con	sistently Exceeds Expectations (supporting	ng statement/docu	mentation required)		
4 🔳 Full	ly Achieves and Occasionally Exceeds Ex	pectations			
3 Fully Achieves Expectations					
2 Sometimes Achieves Expectations					
l Rare	ely Achieves Expectations (supporting sta	tement/document	ation required)		
Examples & Comments: Attached					
 Service & Relationships - the extent to which the employee's behaviors are directed toward fostering positive working relationships in a diverse workplace, respect for one's fellow workers, and cooperation with students, customers, and visitors. 					
5 Con	sistently Exceeds Expectations (supporting	g statement/docum	mentation required)		
4 Fully	y Achieves and Occasionally Exceeds Ex	pectations			
3 Fully	y Achieves Expectations		2 2		
2 Som	etimes Achieves Expectations		CX		
1 Rare	ely Achieves Expectations (supporting sta	tement/documenta	ation required)		
Examples & Cor	Examples & Comments:				

Cathy is very personable and consistently demonstrates a positive attitude. She treats everyone in a respectful, friendly and professional manner to include coworkers, students, visitors, and customers.



Attachment to SPDR for Cathy Eppinger 2018

Accomplishments for Item 1

Cathy has efficiently processed the biweekly payroll, travel requests and associated documents, utility invoices, monthly billing for the auxiliary utility costs, vendor information updates in IRIS, kept utility spreadsheet for utilities up to date for Assistant Vice Chancellor, maintained utility files, verified payroll records, kept inventory and ordered office supplies, researched problems with invoices, prepared deposits for the department, created department contracts in ESM Solutions module, handled/distributed incoming and outgoing mail for the department, copied, faxed, and scanned documents for the department. In addition, Cathy entered monthly data information for secondary water meter readings, and printed biweekly leave balance reports for all facilities supervisors.

Cathy has also on her own initiative composed and sent correspondence to utility companies and other vendors about problems with their invoices.

Cathy assists with processing department invoices for payment, maintaining the FPM Ledger/Invoice Database, maintaining the department invoice files, processing personnel actions, and researching information for the department.

Cathy has also helped with special projects and tasks for the Facilities Supervisors: Travel information and research, reports, communication, and editing documents.

In addition to performing the full range of administrative duties, she has done an extraordinary job of managing the complex utility billing comprised of several hundred accounts. Many of the accounts have disputed balances going back several years. These account balances were disputed due to utility companies posting payments to the wrong accounts or being slow to post payments. These errors generated erroneous late fees and represented a significant sum. Cathy has researched all of these thoroughly and provided documentation supporting our position. As a result, almost all of the erroneous billing accounts have been corrected. She continues to work on the few remaining disputed accounts and continues to identify and correct ongoing billing errors. This work has saved the University thousands of dollars, and resulted in more timely recoveries and accounting. Cathy processed 2,736 utility invoices in addition to the other invoices for the department.

In addition to the routine ongoing tasks listed above, during the past year, Cathy helped make the TNAPPA 2018 Conference a success by providing the following support:

Obtained information on promotional items, door prizes, gifts, and table centerpieces.



Worked with the Food Committee on choosing the caterers, menus and venues for the different events/meals. Visited potential venues for the welcome dinner and banquet which included the Bessie Smith Hall, Aquarium, and Hunter Museum. Provided feedback on these venues.

Picked up several boxes of tourist guides from Chamber of Commerce (used personal car).

After the banquet at the Hunter Museum, helped with the cleanup, and loaded left over food in personal car and delivered it to the Facilities Management Office and unloaded it and put it in refrigerators.

Provided service for the golf tournament, which included registration, several round trips of delivery of snacks and drinks to team golfers, and loaded/unloaded snack and drinks to golf court.

Cathy is also the Employee Relations Committee Representative for the Facilities Department. This committee provides a direct channel to two-way communication between University administration and regular non-exempt employees for information and advisory purposes. She was elected to a two year term (2017/18 and 2018/19). This committee meets once a month and Cathy has attended all meetings except one, which was attended by her alternate, Jonah Williams.

This committee had a cookbook sale to benefit the Staff Development Fund. Thanks to her team, friends, family, and determination she sold 29 books, which raised \$290.00

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ntability & Dependability - the extent to which the employee contributes to the effectiveness of the nent and the overall mission of the University. (NOTE: Time off approved under FMLA may not be ered)
Consistently Exceeds Expectations (supporting statement/documentation required)
Fully Achieves and Occasionally Exceeds Expectations
Fully Achieves Expectations
Sometimes Achieves Expectations
Rarely Achieves Expectations (supporting statement/documentation required)
roactive, prompt, and dependable. She has completed all tasks assigned in an efficient and timely manner y good at keeping me informed on status of projects she handles. She continues to research past utility to clear up past due balances and inappropriate charges as well as helps research other invoice problems partment. She is always willing to help with any project and eager to take on new assignments. She was ortive and helpful with the TNAPPA 2018 Conference hosted by our department.
bility & Flexibility - the extent to which the employee exhibits openness to new ideas, programs, and/or structures. Consistently Exceeds Expectations (supporting statement/documentation required)
Fully Achieves and Occasionally Exceeds Expectations
Fully Achieves Expectations
Sometimes Achieves Expectations
Rarely Achieves Expectations (supporting statement/documentation required)
Comments: and willing to learn new and more effective processes to improve the efficiency of our department and mission. She is adaptable and flexible to new ideas, programs and systems. She has quickly is specific requirements, particularly a very complex utility processing and tracking system, as well as and extensive payroll and invoice requirements. She has attended several training sessions. (List



14.5 hours

Cathy Eppinger Training for 2018

October 9, 2018 Search Committee with Chandra Ward	
October 24, 2018 Major Accounts Breakfast by Tennessee American	1.0 hour
Water Company with Kimberly Moore	
April 18, 2018 Stop Unhealthy Work Conflict	1.0 hour
September 5, 2018 Concur Online Travel Booking	1.0 hour
April 12, 2018 The Art of Effective Customer Service	1.0 hour
December 16, 2018 IT Security Awareness Training	1.0 hour
December 16, 2018 Bridges: Building a Supportive Community	1.0 hour
TNAPPA 2018 Conference UT Market Place, Tennessee Materials Market	1.0 hour '
Place, Green Purchasing	
May 11, 2018 The Extraordinary Administrative Support	6.5
Professionals' Conference	

Total Hours

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5. Decision Making & Problem Solving - the extent to which the employee makes sound and logical job-related decisions that are in the best interest of the University.					
~	5 Consistently Exceeds Expectations (supporting statement/documentation required)				
	4 Fully Achieves and Occasionally Exceeds Expectations				
	3 Fully Achieves Expectations				
	2 Sometimes Achieves Expectations	,	·		
	1 Rarely Achieves Expectations (supporting statement/documentation	required)			
Examples & Comments: Cathy is a "self Starter" and works on her own with little supervision. She uses sound judgment and exercises initiative to do search when needed before making decisions.					
Т	OTAL POINTS: 23	8 (1974 - 1974 - 1974 - 1974 - 1974 - 1974 - 1974 - 1974 - 1974 - 1974 - 1974 - 1974 - 1974 - 1974 - 1974 - 1			
Rating Consistently Exceeds Expectations Fully Achieves and Occasionally Exceeds Expectations Fully Achieves Expec					
Fir	Consistently Exceeds Expectations				
Su	mmary Checklist				
1.	Goals and Objectives have been developed and discussed with employee? Refer to optional Goals and Objectives form	Yes 🔳	No		
2.	Job Duties and Performance Expectations have been discussed with employee?	Yes 🔳	No		
3.	3. Appropriate corrective action has been discussed with employee? Yes No No NA				
4.	Performance Improvement Plan has been developed for employees with a Final PR Rating of 9 or below (required)? Refer to Performance Improvement Plan form	Yes	No NA		
.3.	Individual Development Plan has been developed for employees receiving a Final PR Rating of 10 or above? Refer to optional Individual Development Plan form	Yes 🗌	No NA		
	Case 1:21-cv-00268-KAC-CHS Document 38-1 Filed Offor 22 Factor 527	Desember 2	913-pageID #:		

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Job Content Review Date of last review of staff member's PDQ by Human Resources:	03/29/17
Does the current Position Data Questionnaire reflect accurately the drawn Yes No	uties and responsibilities of this staff member?
If it does not, it is suggested PDQ be revised for review by Human Ro	esources.
Comments: (additional attachments may be included, if space is in:	sufficient)
Supervisor: Cathy is an invaluable member of the Facilities Pl keeps up to date on new IRIS processes. She att employees. She has been studying on her own for a more efficient way to do things in this department	tends training classes offered for our or CAP Exam. She is always looking for
Staff Member (Employee may provide additional comments to be reta	ained with this document in personnel file):
I agree with this assessment of my performance:	
do not agree with this assessment of my performance:	
[If staff member does not agree with content of review, he/she should indica disagreement to be considered by the next level of administration. Additional	te in the "comments" section above the points of all statements may be attached.]
By signing below, the staff member and supervisor acknowledge that face meeting in which feedback regarding performance was given a discussed. Staff Member (required) Supervisor (required)	this performance review was conducted in a face and future performance and development plans w 3/23/19 Date 328-19 Date Date
By signing below the administrator to whom the above supervisor	

review documents, including any indication of contested issues.

Administrative Review Signature (required)

Title of Reviewer

Date

Please send original with any attachments to the Office of Human Resources for review and retention in permanent ersonnel file.



Appendix: Instructions for The Performance Review Summary

Key Elements of Performance Review Summary

Accomplishments – Evaluate the employee's success in performing identified duties/areas of responsibilities. Use the PDQ or departmental goals & objectives to identify specific duties/areas of responsibilities.

Service & Relationships – Evaluate the employee's success in the areas of customer service, communication and interpersonal skills, diversity, and teamwork.

Accountability & Dependability – Evaluate the employee's success in contributing to the effectiveness of the department and the overall mission of the university. It is important to note that time off approved under FMLA may not be considered.

Adaptability & Flexibility – Evaluate the employee's success in dealing effectively with additional responsibilities, learning innovative techniques and applying them to his/her job, and participating in appropriate training and development opportunities.

Decision Making & Problem Solving – Evaluate the employee's success in making decisions, following safe work practices, and complying with university policies and federal, state and local laws.

Ratings

Expectations should be specific, measurable, attainable, realistic, and timely. An employee should be evaluated based on how well he/she has met the known expectations of his/her position.

Evaluate the employee using the following options:

Rarely Achieves Expectations

Example:

Employee rarely completes tasks on time or in a timely manner.

Sometimes Achieves

Expectations

Example:

Employee sometimes does/sometimes does not complete tasks on time and may often have to

be reminded to complete the tasks.

Fully Achieves Expectations

Example:

Employee consistently completes tasks on time or in a timely manner with no intervention.

Fully Achieves & Occasionally Exceeds

Expectations

Example:

Employee completes tasks early or on time and will occasionally seek ways to help others

complete tasks and/or accept additional tasks.

Consistently Exceeds

Expectations

Example:

Employee completes tasks early or on time and consistently seeks ways to help others

complete tasks and/or accept additional tasks.

529



2015 Performance Award Nomination Cathy Eppinger – Admin Support Asst III

Cathy has quickly become an invaluable member of the Facilities Dept. She has proven to be as adaptable "self-starter" and can work on her own with little supervision. She uses sound judgment and exercises initiative to do research when needed to make decisions. In addition to preforming the full range of administrative duties, she has done an extraordinary job of managing our complex utility billing comprised of several hundred accounts. Many of the accounts have disputed charges going back several years. They have been disputed due to the utility companies posting payments to the wrong accounts or being slow to post payments. This has generated erroneous late fees which represent a significant sum. Cathy has researched all of these thoroughly and provided documentation supporting our position. As a result, almost all erroneous billing has been corrected. She continues to work on the few remaining disputed accounts and continues to identify and correct ongoing billing errors. This work has saved the University thousands of dollars and resulted in more timely recoveries and accounting. Cathy has been very professional in all her work and interactions with people both on and off campus.

Eppinger, Cathy



From:

UTC Campus Information <UTCINFO@RAVEN.UTC.EDU> on behalf of Pou, Laure

Sent:

Thursday, February 4, 2021 12:17 PM

To:

UTCINFO@RAVEN.UTC.EDU

Subject:

[UTCINFO] Reminder: Deadline for Staff Performance Evaluations is March 31



EXh. b. j

Campus Colleagues,

This is a friendly reminder that the deadline for submitting completed performance reviews to Human Resources for regular staff employees is **March 31**.

Overview of Policy and Process

Hemy 2020"

The staff performance review process has not changed since last year, but there are some important reminders regarding the review process that are outlined below.

- Review Period Staff employees will be evaluated based on the calendar year (January through December).
- Performance Review Process and Forms Please refer to the UTC <u>Staff Annual Performance Review</u> webpage for a description of the performance review process, as well as a variety of supplemental forms that can be utilized to enhance performance management efforts. The only form required for submission to Human Resources is the <u>Performance Review Summary Form</u>.
- Required Signatures Staff performance reviews require the signatures of the employee, the
 employee's supervisor and next level of administration to ensure consistency and fairness.
 Performance review forms will not be accepted by HR until all three required signatures are included
 unless otherwise approved.

Please review UT HR Policy <u>HR0129 - Performance Reviews for Regular Staff Employees</u> for additional information regarding performance ratings, required performance improvement plans and ineligibility for across-the-board increases.

Methods for Submitting Performance Reviews

It is preferred for performance reviews to be submitted electronically to <u>Personnel@utc.edu</u>, but hard copies may be delivered to the Office of Human Resources, Dept. 3603, at 720 McCallie Avenue.

Inclusion, Diversity and Engagement

We are excited to announce that new changes are coming for evaluation of the 2021 annual review period next year! In keeping with UTC and System-wide commitments to Inclusion, Diversity, and Engagement (IDE), these elements will become a component of employee performance evaluations. The University supports a diverse and inclusive culture and all employees are expected to respect and uphold these values while performing all job functions and responsibilities.

Supervisors and employees are encouraged to discuss diversity-related performance goals and development opportunities during staff performance review meetings in preparation for the annual review process in spring 2022, which will evaluate employee performance for 2021 calendar year with a revised evaluation form that will include IDE as an established key performance element for all staff.

The University will continue to make efforts to ensure that resources, including trainings, events, and professional development and engagement opportunities are available and accessible to support employees in achieving their performance goals and expectations. More information about the IDE performance evaluation component will be forthcoming.

Performance Review Questions?

If you have any questions regarding the overall performance management process and completion of annual staff performance reviews, please contact Julie Brown, Director of Employee Relations, at 425-4638 or <u>Julie-g-Brown@utc.edu</u>.

Laure Pou Assistant Vice Chancellor UTC Human Resources 720 McCallie Avenue Chattanooga, TN 37403 423-425-5742



TENNESSEE HUMAN RIGHTS COMMISSION WILLIAM R. SNODGRASS TENNESSEE TOWER 312 ROSA L. PARKS AVENUE, 23RD FLOOR NASHVILLE, TENNESSEE 37243-1102 (615) 741-5825 FAX (615) 253-1886 www.tn.gov/humanrights

December 9, 2020

CC EXIVE

Ms. Rosite Delgado
Director, Office of Equity and Inclusion
UNIVERSITY OF TENNESSEE AT CHATTANOOGA
202 Human Resources Center, Dept. 5455
720 McCallie Avenue
Chattanooga, TN 37421

RE: Cathy Eppinger v. UNIVERSITY OF TENNESSEE AT CHATTANOOGA

THRC# 3-014-21; EEOC# 25A-2021-00042C

Dear Ms. Delgado:

This letter serves as notice to your office that the Tennessee Human Rights Commission has received a complaint filed under the Tennessee Human Rights Act and/or the Tennessee Disability Act, alleging employment discrimination on one or more of the following bases: race, color, national origin, gender, religion, creed, age, or disability.

The Tennessee Human Rights Commission is required under Tennessee Code Annotated §4-21-302 to investigate this complaint. Consequently, the Commission is providing your organization with the opportunity to defend these charges by submitting a Position Statement which is a summary of your organization's position in this case that includes all documents and records regarding the subject charge of discrimination. Please note that if your organization fails to submit a Position Statement, the Commission may make a default finding in favor of the Complainant.

Enclosed is a copy of the complaint, any attachments submitted with the complaint, a Request for Information, "What a Position Statement Should Include", and an Invitation to Mediate this complaint. Please read the enclosed documents and submit your response, including your company's Position Statement and all supporting documents by December 30, 2020. Once your response is received, your case will be assigned to an investigator who will interview the parties, relevant witnesses and may request further information in order to make a proper determination in this matter. Please note, the Commission will provide the Position Statement and non-confidential attachments to the Charging Party or his/her representative upon request anytime during the investigation.

After the investigation is concluded the investigator will submit the case file along with their recommendation to the Commission's legal department for review and approval. After the legal review has been conducted, a letter will be sent to notify both parties of the final determination in the case.

Ms. Cathy Eppinger Page 2



- You may also file a lawsuit in federal or state court at any point during the investigation, however; once a lawsuit has been filed, THRC must discontinue our investigation. Please speak with your investigator or a private attorney for more information on filing in court.
- Please take note that you are responsible for keeping the Commission informed if any of your contact information changes. If we are unable to contact you or if you fail to cooperate with your investigation your case may be administratively closed or a determination issued based on the information on file.

Should you have additional questions or concerns, please do not hesitate to contact me at the address or phone number listed above.

Sincerely,

Kaleda N. Bentley Intake Supervisor

Enclosures (2)





Human Resources

Human Resources Center, Dept. 3603 615 McCallie Avenue Chattanooga, TN 37403

Phone: (423) 425-4221 Fax: (423) 425-4574 www.utc.edu

To: Cathy Eppinger

Freddie Perutelli, Total Compensation Specialist From:

Date: December 11, 2020

Subject: Position Reclassification

We are pleased to notify you that your position has been reclassified to Administrative Specialist III.

Your new hourly rate effective December 1, 2020 will be \$19.00.

Please contact me if you have questions.

CC: Personnel File

* Please Noto:

I Lecevor A 3.84 INCRESS AFRO MAY Conglass to TENNESS HUMANN Rights Commission. See Letter Darked December 94.

RECURRING DUTIES



Managers

Daily

For ADMINISTRATIVE Assistant, Project Coordinatory

o Process-COPY-Enter Invoices into shadow budget-File

Keep track of pending charges

Biweekly - PAYROLL

- o Entering biweekly TIMESHEETS
- o Payroll Distribution Report -ZPR_CC_WBS_DIST
 - Shows who was paid and amount from a particular account. PUNTHS
 AFTER EACH PAY PERIOD AND/OR MONTH END AND ATTACH TO
 LEDGERS.
- Detailed Check Register ZPR_DETAIL_CHECK_REG
 - This report shows a breakdown of the individuals and their paycheck amounts and which accounts they hit. It should be RUN 2 DAYS PRICA to payday to make sure everyone is getting paid. Each department must run this report and sign it.

Monthly - PAYROLL

- Entering monthly TIMESHEETS
- Payroll Distribution Report -ZPR_CC_WBS_DIST
 - Shows who was paid and amount from a particular account. RUN THIS
 AFTER EACH PAY PERIOD AND/OR MONTH END AND ATTACH TO
 LEDGERS.
- o Detailed Check Register ZPR_DETAIL CHECK REG
 - This report shows a breakdown of the individuals and their paycheck amounts and which accounts they hit. It should be RUN 2 DAYS PRIOR to payday to make sure everyone is getting paid. Each department must run this report and sign it.

I HANX

> Monthly - BUDGET



- o Reconciling Monthly Ledgers Dept Head Signature
 - ZFM_UT_LEDGER University Ledger ***New*** this is the ledger they want you to use for reconciling and signatures, however isn't useful until after the month closes in Knoxville, usually after the 7th or 8th of the month (sometimes sooner).
 - Directors/Department Heads need to sign off on each ledger after admin reconciles them.
 - These ledgers must be filed and kept for 6 years according to Fiscal Policy.

> Monthly PROCUREMENT CARD

- o Reconciling-Verifying-Approving Procurement Card
 - ZPOS Procurement Card Statement This is where to print the document for signature.
 - FBV2 Is where you make changes and erase the NOT in front of RECONCILED. And mark "Complete" to send to approvals where Department Head will approve.

> Summer

o Year-end close out — make sure end of year invoices get in on time to hit the correct month.

Case 1:21-cv-00268-KAC-CHS Document 38-1 Filed 07/07/22 Page 109 of 160 PageID #:

EXP I HA AXE

From:

Winesburgh, Amanda

Sent:

Sunday, June 12, 2022 9:58 PM

To:

Eppinger, Cathy; Beavers, Christopher

Cc:

McClellan, Anthony; Ellis, Tom M

Subject:

Invoice process until FY is complete

Hello Cathy & Chris, I wanted to make sure were all on the same page since Chris is new to Facilities and we are in the middle of working on changing some processes. Not much has changed for now since we are not starting the new processes until after FY ends. If you have any questions, or ideas on what I have listed below let me know.

- Invoices will still be received as normal (mail, and email as they have been coming in) once mail has
 been received and checked in all invoices will be distributed to the proper person. If you have
 questions on who gets an invoice, please let me know so we can make sure it gets the proper person
 and doesn't delay payment since we have such a short period of time to get everything entered this FY.
- Invoices still go to the storeroom as normal
- Invoices will come back from the storeroom to Cathy/ Amanda as they have been to have their Vendor # checked payment remit to , and PO's as usual.
- Cathy / Amanda will still get invoices signed by Anthony or Tom for now before they are sent to Chris
 for payment.
- Cathy / Amanda can either scan and email the invoices or give them directly to Chris and he can email
 the scanned copy back once they are paid. It may save time to hand deliver the signed invoice and let
 Chris scan them when he pays them in IRIS. Once they are paid Chris can email Cathy/ Amanda the
 scanned copy & put the original hard copy of the invoice back in Cathy's/ Amanda's box to be filled.
 This will allow Cathy / Amanda to still save them in the s drive as usual and file the hard copies as usual
 without ever having to scan the invoice.
- Chris is aware of which invoices go back to Cathy & which invoices go back to Amanda so this should not be an issue.

Once we finalize the new process, we will all meet to go over the new process, but since Chris is already started with us, I wanted to put this together, so we were all on the same page for now.

Thanks so much & see you all tomorrow (The Countdown to FY 22 Ending has officially begun!) 18 days until the end of June!

From:

McClellan, Anthony

Sent:

Friday, February 12, 2021 7:11 AM

To:

Debbie Manning

Cc:

Eppinger, Cathy; Winesburgh, Amanda Winesburgh

Subject:

Fwd: Account payable contact

Attachments:

image001.png; Invoice UTC 047229.pdf; Invoice UTC 047512.pdf; Invoice UTC

047642.pdf; Aged AR, UTC 2-5-2021.pdf

om>

Yick Mcol Duhis

A ick Mcol Duhis Hello Debbie - I'm in the middle of revamping our invoice process. In the meantime, you can send them to Cathy and Amanda. They are copied on this email.

Anthony McClellan **Executive Director of Facilities Operations** The University of Tennessee at Chattanooga

Begin forwarded message:

From: Debbie Manning < DManning@premierebuilding.com >

Date: February 8, 2021 at 9:04:51 AM EST

To: "McClellan, Anthony" <anthony-mcclellan@utc.edu>

Subject: Account payable contact

Hello Anthony,

I was checking to see if you are the best person to send invoices to for UTC? If not please send me the email address of the correct person. It looks like there may be a couple of invoice that were missed. Please see the attached and let me know if you have received them please. Also I attached a copy of your aging for your review.

Thank you for your help.

Thank you,

Debbie Manning

Accounting Clerk

Premiere Building Maintenance Corporation

1416 McCalla Ave.|Knoxville, TN 37915

T: 865-522-7731|F: 865-546-6708

Dmanning@premierebuilding.com

Premiere PRIDE: Personal Responsibility In Delivering Excellence



~om:

McClellan, Anthony

⊸ent:

Tuesday, March 9, 2021 8:11 AM

To:

Eppinger, Cathy; Winesburgh, Amanda Winesburgh

Subject:

FPM Ledgers

From what I can tell, FPM Ledgers breaks down regularly, and IT doesn't support it. The most recent time I know about was last Friday, but I'm aware of at least a 1/2 dozen other times that it has. Based on that, Im making the recommendation to Tom for us to move away from FPM Ledgers as a database tool.

I clearly understand the need to maintain a Log of what was received/sent. But if the tool we have is not reliable, and at times can't be fixed, it affects our ability to operate.

Maybe a simple excel sheet would work. Maybe we need an actual Accounts Payable software. I'm open to suggestions, but the current situation is untenable. I'm just sending this as a heads up. Since you both work on invoicing.

Thanks Cathy for bringing this to my attention.

Anthony McClellan Executive Director of Facilities Operations The University of Tennessee at Chattanooga email: anthony-mcclellan@utc.edu

Merchanish of the house of the services of the



From:

McClellan, Anthony

Sent:

Friday, March 12, 2021 11:11 AM

To:

Darger, Lisa; Charland, Chris

Cc:

Ellis, Tom M; Winesburgh, Amanda Winesburgh; Eppinger, Cathy

Subject:

RE: [EXT]: Irrigation Electrical Connection

Attachments:

Irrigation Electrical Proposal.pdf

Chris - Just sending this email to document what we've already discussed. Given that this money was previously approved by the ETF and is currently available we are proceeding forward with Adman's proposed repairs to the irrigation system.

Copying Cathy/Amanda because they both process Adman invoices.

Anthony McClellan

Executive Director of Facilities Operations
The University of Tennessee at Chattanooga



From: Darger, Lisa <Lisa-Darger@utc.edu> Sent: Wednesday, March 10, 2021 11:00 AM

To: Charland, Chris <Chris-Charland@utc.edu>; McClellan, Anthony <anthony-mcclellan@utc.edu>

Subject: RE: [EXT]: Irrigation Electrical Connection

Yes — we have approximately \$25,000 remaining in the rolling account which has already been encumbered for the irrigation system.

From: Charland, Chris < Chris-Charland@utc.edu>

Sent: Tuesday, March 9, 2021 3:34 PM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Cc: Darger, Lisa < Lisa-Darger@utc.edu>

Subject: Re: [EXT]: Irrigation Electrical Connection

You are correct that we did not use all of the funds on the first go around I just wanted to make sure that they are available for immediate use or does it have to go back in front of the committee.

Sent via the Samsung Galaxy S8 Active, an AT&T 5G Evolution capable smartphone Get <u>Outlook for Android</u>

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Tuesday, March 9, 2021 3:30:10 PM

To: Charland, Chris < Chris-Charland@utc.edu>

Cc: Darger, Lisa < Lisa-Darger@utc.edu>

Subject: Re: [EXT]: Irrigation Electrical Connection

I may be misremembering what our status is, but it seems like we didn't spend all of the original allotment. Could we use some of that balance to get this going even if the additional funding hasn't been 100%

Exh.b.

Laure



From: Eppinger, Cathy < Cathy-Eppinger@utc.edu>

Sent: Monday, July 13, 2020 7:55 AM
To: Pou, Laure <<u>Laure-Pou@utc.edu</u>>

Subject: New Position - Business Manager "Given" to Amanda Winesburgh - Facilities Planning & Management

Department Importance: High

Hi Laure,

I went to Tom regarding the new Business Manager position after Ms. Sue as well as, Amanda stated that she has this new title Business Manager, and was promoted. Tom stated that the position was given to Amanda because she was knowledgeable campus wide, and he did not want to lose her. He went on to say that people on campus calls her for help with their positions. He also stated that after Ms. Sue retires in November, I would report to Amanda. Amanda has been in this department for a short time, and as moved from bi-weekly payroll to monthly, and now a Business Manager. I have asked several times for additional assignments to increase my pay all get is "I'm working on it". I have asked several times to shadow Ms. Sue, and I gets nothing. Although, I am very knowledgeable in reconciliation, budgeting, and have a B.S. degree in Organizational Management, I was not considered, although I am qualified. That been said, new title implies new job...lead job at that.

Please provide information for the following, and I was also advised that this information should be available without delay:

- 1. Why wasn't this job posted
- 2. What were the qualifications/criteria
- 3. How does the above hiring practice falls within the guidelines of EEO

EEO/AA Statement / Non-Discrimination Statement

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to, and will not be discriminated against on the basis of, race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), ADEA (age), sexual orientation, or veteran status should be directed to the (OED). Requests for accommodation of a disability should be directed to the ADA Coordinator at the OED office of Equity and Diversity

Thanks,

Cathy Eppinger
Administrative Assistant III
Facilities Planning & Management
615 McCallie Avenue, Dept. 3553
Chattanooga, Tennessee 37403
Phone: 423-425-4018 Fax: 423-425-4749

Cathy-Eppinger@utc.edu



Exh.b, 17

P955

From:

Eppinger, Cathy

Sent:

Wednesday, July 22, 2020 11:19 AM

To:

Cathy Eppinger (keppingr@bellsouth.net)

Subject:

FW: New Position - Business Manager "Given" to Amanda Winesburgh - Facilities

Planning & Management Department

From: Pou, Laure <Laure-Pou@utc.edu> Sent: Wednesday, July 15, 2020 4:22 PM

To: Eppinger, Cathy < Cathy-Eppinger@utc.edu>

Subject: RE: New Position - Business Manager "Given" to Amanda Winesburgh - Facilities Planning & Management

Department

Hi, Cathy.

I apologize for not replying sooner but I was on the Campus Q & A zoom session when you replied with this additional inquiry. I am called upon to speak frequently in those sessions so I do not monitor my email during these sessions.

I can share that any employee receiving a an offer for a new job, a promotion or a reclassification must meet the qualifications associated with the position they will occupy. When the revised position responsibilities were established for Amanda Winesburgh's role were established, which resulted in a position reclassification, it was determined that Amanda met the qualification requirements for assuming such duties. However, because this was a revision to a current role and not establishing a new position for the organizational unit, a search was not required that would result in soliciting applications and reviewing qualifications of such applicants.

Does this answer your question? I want to be sure I am addressing your concerns thoroughly, which is why I believe a phone call would be best. I noted that you mentioned some previous discussions with Tom regarding opportunities for expanding your role in the unit and you express frustration in a lack of opportunity. I would be happy to speak with you about those concerns to understand how HR can best assist.

Laure

From: Eppinger, Cathy < Cathy-Eppinger@utc.edu>

Sent: Wednesday, July 15, 2020 3:02 PM
To: Pou, Laure < Laure-Pou@utc.edu >

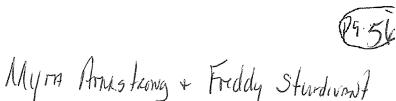
Subject: Re: New Position - Business Manager "Given" to Amanda Winesburgh - Facilities Planning & Management

Department

This means qualifications and criteria does not apply, correct?

ent from my T-Mobile 4G LTE Device

1.6.47



From: Harmon, Charlene

Sent: Monday, January 27, 2020 8:22 AM

To: UTCINFO@RAVEN.UTC.EDU

Subject: [UTCINFO] Internal Posting – Building Cleaning Custodial Foreman (Requisition #190000028M)

Campus Colleagues,

The Office of Facilities Planning and Management is searching for a **Building Cleaning Custodial Foreman** to join their team.

The purpose of this position is to conduct daily building inspections in order ensure adequate custodial work performance, sufficient distribution of supplies, and proper operation of custodial equipment. Inspection results inform the Superintendent of Building Services of the overall quality of custodial service, unusual conditions, and maintenance issues. This position may also provide supervision in the absence of regular custodial supervisors, train building custodians in proper cleaning methods and standards, deliver supplies, provide emergency custodial response, and perform routine custodial tasks as directed by the Building Services Superintendent.

This internal posting is open to current term and regular UT employees. Please visit the <u>Staff Job Openings</u> page and click on "Apply – Current UT Employees" to view the full job description and apply.

For questions regarding the application process, please contact <u>Charlene Harmon</u> in the Office of Human Resources.

Thank you!

Charlene A. Harmon
Employment Specialist
University of Tennessee at Chattanooga
720 McCallie Avenue
Chattanooga, TN 37403
Phone: (423) 425-4760
Fax: (423) 425-4574
charlene-harmon@utc.edu

E THE UNIVERSITY OF TENNESSEE CHATTANOOGA HUMAN RESOURCES

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From:

McClellan, Anthony

Sent:

Thursday, July 29, 2021 4:00 PM

To:

Corey, Debby; McGraw, Corey; Charland, Chris; Hodge, Donnie; Eppinger, Cathy

Subject:

Work Control Coordinator (Taleo Requisition #21000001FK)

Just an FYI to my direct reports that the department is hiring a Work Control Coordinator. I believe it's posted on Indeed.com and probably other boards too. If you know someone who is qualified and interested in this position, please ask them to apply.

I've posted some info below. I believe it went live on Tuesday.

Job details

Job Type Full-time

Job Description

Work Control Coordinator, Facilities Planning and Management

- 21000001FK

- Clencal Roles-ONly

Work Control Coordinator (Administrative Associate 3 - MR06) Facilities Planning and Management University of Tennessee, Chattanooga

EXh. b.t K

The Work Control Coordinator is the primary focal point between the campus and the Facilities Department. As such, this position dispenses departmental information to the campus, serves as a liaison between requesters and the Facilities Department often researching request histories, conducting call backs, and supplying shop personnel with needed information. This position also processes the majority of service requests (thousands per year) and ensures that each is prioritized, assigned to the proper shop, accurately entered the computerized maintenance management system (CMMS), and dispatched to the appropriate shop. The coordinator also ensures all labor (time) is entered and assigned to the proper work order. This position supports conventional campus key system; receiving & routing key requests, notifying customers of status, maintaining a record of issued keys, and receiving and dispatching campus keys. This position assists the Work Control Analyst as the backup to the motor pool position when the primary is unavailable; this is done by scheduling, issuing, and receiving rental vehicles to the campus.

Duties and responsibilities include:

- Receive, classify, prioritize, and dispatch service calls & work requests received via e-mail, phone, and radio.
 Ensure accurate work order data is entered into the CMMS system, assigned a tracking number, and is continuously updated. Surveys, compiles, and validates building physical data and work requirements.
- Provide assistance to campus personnel by offering guidance on departmental procedures, work status, and
 general information regarding the department's role in campus operations. Additionally, act as the liaison between
 the customer (campus personnel, contractors, etc.) and the shop supervisors. This may require passing
 information, scheduling events, coordinating access to restricted areas, etc.
- Distribute, receive, process, and file campus key requests. This also involves receiving and distributing campus
 keys, contacting customers when keys are ready for pick up, and receiving keys when personnel are no longer
 authorized access.

- Process the departmental daily time sheets. This involves attributing the time each employee lists per job to the
 proper work order number. Again, because errors often occur on time sheets at the shop level, this position is
 often forced to do a great deal of investigative work and follow up to ensure accurate records are kept within the
 system.
- Work to progressively improve the facilities services function of the department. This involves continuously
 working to improve request forms, customer communication, departmental procedures, etc.

The ideal candidate will possess the following:

- Experience in advanced clerical training
- Experience in advanced computer skills with a basic understanding of data base operations
- Skilled in data entry speed and accuracy.
- Critical thinking and decision-making skills; must be able to exercise good judgment during high stress situations.
- Must be experienced dealing with the public in both positive and negative situation.
- Good communication skills, interpersonal skills, and proper business etiquette are a must; this position is a primary representative of the department.
- Must have good organizational skills and the ability to handle multiple tasks simultaneously.

Review of applications will begin on August 6th and continue until the position is filled. Applications received by this date will receive priority consideration.

Minimum Qualifications:

High School Diploma, and a minimum of 1 year in customer service role

Preferred Qualifications:

Working knowledge of computerized maintenance management systems (CMMS), and basic knowledge of building maintenance operations and terminology.

The University of Tennessee Chattanooga is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution. All qualified applicants will receive equal consideration for employment and will not be discriminated against on the basis of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or protected veteran status.

Anthony McClellan
Executive Director of Facilities Operations
The University of Tennessee at Chattanooga







From: UTC Campus Information <UTCINFO@RAVEN.UTC.EDU> on behalf of Harmon,

Charlene <charlene-harmon@utc.edu> Thursday, December 5, 2019 9:27 AM

To: UTCINFO@RAVEN.UTC.EDU

Subject: [UTCINFO] Internal Posting – Building Services Supervisor I (Requisition #190000028M)

Campus Colleagues,

Sent:

Facilities Planning & Management is searching for a Building Services Supervisor to join their team.

The Building Services Supervisor will conduct daily building inspections in order ensure adequate custodial work performance, sufficient distribution of supplies, and proper operation of custodial equipment. Inspection results inform the Superintendent of Building Services of the overall quality of custodial service, unusual conditions, and maintenance issues. The position may also provide supervision in the absence of regular custodial supervisors, train building custodians in proper cleaning methods and standards, deliver supplies, provide emergency custodial response, and perform routine custodial tasks as directed by the Building Services Superintendent.

This internal posting is open to current term and regular UT employees. Please visit the <u>Staff Job Openings</u> page and click on "Apply – Current UT Employees" to view the full job description and apply.

For questions regarding the application process, please contact <u>Charlene Harmon</u> in the Office of Human Resources. Thanks!

Charlene A. Harmon
Employment Specialist
University of Tennessee at Chattanooga
720 McCallie Avenue
Chattanooga, TN 37403
Phone: (423) 425-4760
Fax: (423) 425-4574
charlene-harmon@utc.edu



60

From: McClellan, Anthony

Sent: Sunday, April 3, 2022 11:20 PM

To: Corey, Debby; Eppinger, Cathy; Charland, Chris; McGraw, Corey; Hodge, Donnie; Ewing,

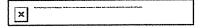
Chelsie

Subject: Re: [UTCINFO] Internal Posting – Facilities Accountant, Facilities, Planning, and

Management (ID: 22000000FQ)

FYI

Anthony McClellan Executive Director, Facilities Planning & Operations The University of Tennessee at Chattanooga



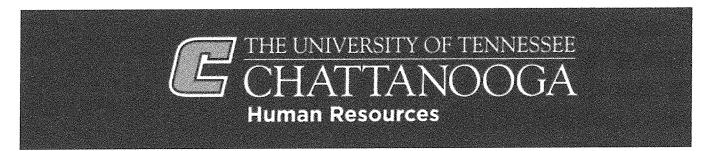
From: UTC Campus Information <UTCINFO@RAVEN.UTC.EDU> On Behalf Of Hall, Dana

Sent: Thursday, March 31, 2022 1:35 PM

To: UTCINFO@RAVEN.UTC.EDU

Subject: [UTCINFO] Internal Posting – Facilities Accountant, Facilities, Planning, and Management (ID:

22000000FQ)



Campus Colleagues,

The Office of Facilities, Planning, and Management is searching for a Facilities Accountant (<u>Financial Associate 2 – MR05</u>) to join their team.

The Facilities Accountant will support Facilities by processing all transfer vouchers, as well as processing all invoices internally. These invoices and transfer vouchers will be for all areas of Facilities including Shops, Grounds, Custodial, Sustainability, Design and Planning, Construction Services, Motor pool, and Work Control. On average Facilities transfers around \$350,000.00 monthly both internal and external and processes an average of 6 million dollars of invoices annually. The accountant will be the main point of contact for vendors regarding payment

status and other related inquiries as needed and assists with record keeping in accordance with fiscal policy.

This internal posting is open to current term and regular UT employees. Please visit the <u>Staff</u> <u>Job Openings</u> page and click on "Apply – Current UT Employees" to view the full job description and apply.

For questions regarding the application process, please contact <u>Dana Hall</u> in the Office of Human Resources.

Dana Hall

Employment Specialist

Office of Human Resources

720 McCallie Avenue

Chattanooga, TN 37403

423-425-4760

dana-hall@utc.edu



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Case 1	Work Control Coordinator	Job Openings 1 - 8 of 8	Posting Date	>	cum ® n	t 38-59	ule	/07/22			Y to 4 Pagallo #:	and Phone Co

PGI

Cathy - c'mon now

12/3/12/ BEGINNING of HAOFFED SINGUL

you're not in trouble

nothing bad is happening

Why the phone call, why? 12/31/2020 3:29 PM

McClellan, Anthony 12/31/2020 3:29 PM

Because I wanted to talk to you, that's why i call

please relax

McClellan, Anthony 12/31/2020 3:30 PM

you said you didn't want to talk today, and that's okay

12/31/2020 3:30 PM Thanks, Anthony

12/31/2020 3:29 PM

about what

McClellan, Anthony 12/31/2020 3:30 PW

have a Happy New Year.

will talk to you soon

EThesa





Hi there, I cannot get in locked 12/31/2020 3:11 PM

Mr. Wells do not own a key

McClellan, Anthony 12/31/2020 3:11 PM shoot

I can cal you at your desk

if that's okay. I just try to be sensitive

What is going on, please? 12/31/2020 3:21 PM

That phone call just ruin my Happy New Year.

McClellan, Anthony 12/31/2020 3:28 PM Cathy - c'mon now

you're not in trouble

nothing bad is happening













[Interrogation ranking Instead CC

From:

Eppinger, Cathy

Sent:

Thursday, December 31, 2020 5:45 PM

To:

Brown, Julie

Subject:

Re: What is going on???

Thank you, I feel so much better.

Sent from my T-Mobile 4G LTE Device

---- Original message ----

From: "Brown, Julie" <julie-g-brown@utc.edu>

Date: 12/31/20 3:53 PM (GMT-05:00)

To: "Eppinger, Cathy" < Cathy-Eppinger@utc.edu>

Subject: Re: What is going on???

Cathy, Anthony wants to provide clarification about a few things that have occurred. He wants to build a positive working relationship based on communication and transparency. He's in your corner and supports you. I look forward to seeing you next week.

Thanks, Julie

Get Outlook for iOS

From: Eppinger, Cathy <Cathy-Eppinger@utc.edu>
Sent: Thursday, December 31, 2020 3:33:21 PM
To: Brown, Julie <julie-g-brown@utc.edu>

Subject: What is going on???

Please tell me, what was the phone call regarding, please tell me?

Cathy Eppinger Administrative Assistant III Facilities Planning & Management 615 McCallie Avenue, Dept. 3553 Chattanooga, Tennessee 37403

Phone: 423-425-4018 Fax: 423-425-4749

Cathy-Eppinger@utc.edu







Assistant Vice Chancellor for Operations

Dept 3553

615 McCallie Avenue Chattanooga, TN 37403

Phone: (423) 425-4687 Fax: (423) 425-4533

www.utc.edu

MEMORANDUM

TO:

Cathy Eppinger, Administrative Specialist III

FROM:

Anthony McClellan, Executive Director of Facilities Operations

SUBJ:

Final Written Warning

DATE:

April 16, 2021

The University expects all staff members to adhere to University/department policy, follow directives from their supervisor, exemplify sound decision-making and professionalism, and manage our resources conscientiously. These responsibilities are essential to our mission in serving students, as well as the University community and public.

Several specific instances have been brought to my attention where you violated *UT System Policy HR0580 – Code of Conduct*, which states that employees are expected to be committed to creating an environment that promotes fair treatment and respect for others. It also states that employees are expected to treat one another in an honest and respectful manner. Below is a summary of concerns regarding your pattern of inappropriate behavior:

On July 15, 2020, you emailed Dr. Richard Brown and shared your concerns regarding Amanda Winesburgh's promotion in place. Several individuals were copied on that email in which you shared harsh words about Amanda. There was also language that could have been interpreted as threatening. On August 12, Tom Ellis, Laure Pou, Julie Brown and I met with you to hear your concerns and get clarification about the intent of your email to Dr. Brown. We provided additional information about Amanda's position and expressed the inappropriateness of your email. We also asked that you find more appropriate ways to seek information and/or address any concerns that you may have. You were informed that this conversation was intended to better understand your concerns and support you moving forward, but any future instances of perceived threatening language or behavior would not be tolcrated.

On December 17, 2020, I became concerned about behavior I observed in which you exhibited inappropriate and unprofessional behavior toward me. Your behavior at times was overtly disrespectful without provocation. After unsuccessfully trying to address my concerns directly with you, you and I met with Human Resources Employee Relations Manager Julie Brown on January 8, 2021. We discussed the behaviors at issue, and we set clear expectations about professional conduct and respectful working relationships with your co-workers. It was my hope that no further incidents of this nature would occur.

MCClellan J WAS NOW IN This MYUM

Lxh. by M

INFALL MADE.

The University of Tennessee at Chattanooga is a comprehensive, community-engaged campus of the University of Tennessee System 🐷

However, I learned that you had an encounter with Amanda Winesburgh in February 2021 in which you aggressively questioned her about the new phone in her office. As was subsequently explained with the property reported and a new phone had been installed in to you, Amanda's office had been recently renovated and a new phone had been installed in accordance with the renovation plans. Amanda did not ask for a new phone nor had any involvement with the decision to install the new phone. Yet, instead of addressing your questions and concerns about the new phone with me, you confronted Amanda in an inappropriate and accusatory manner, which created an uncomfortable environment. Any concerns that you have, particularly those involving department policies and procedures, should be discussed with me directly.

Following the February 2021 incident and careful consideration of the previous efforts to informally address your inappropriate behavior without success, in March 2021, I began collaborations with the Office of Human Resources to formally address your ongoing pattern of inappropriate behavior in violation of the Employee Code of Conduct. Although regrettable, it was hoped that formal disciplinary action would reiterate the serious nature of your actions and the required change in your work-related behavior necessary to ensure a successful work environment. I wanted, however, to speak with you about the February 2021 incident involving your encounter with Amanda before moving forward with a Written Warning pursuant to the progressive disciplinary process outlined in UT Policy HR0525 - Disciplinary Action. But when I raised the matter during our meeting on April 15, you again engaged in behavior that was extremely inappropriate. You responded to my inquiries in a very disrespectful manner, including stating "every day you walk in here with your face in your butt, and you're supposed to be an example." This behavior is unacceptable and further demonstrates an inability to exercise sound professional judgement and communicate your concerns properly. This incident was documented with Human Resources on the same date.

You continue to express your concerns inappropriately and display unprofessional behavior, which violates the expectation that you communicate professionally and respectfully with all staff members. Due to your extremely unprofessional and disrespectful behavior on April 15, this formal disciplinary letter is being elevated to a Final Written Warning pursuant to UT Policy HR0525 - Disciplinary Action, and it will be documented in your personnel file with the Office of Human Resources. Any further instances of unsatisfactory work performance or work-related behavior of this nature may result in further disciplinary action, up to and including immediate termination. You are a valuable member of the department, and for this reason, we regret that this action is necessary.

By signing below, you acknowledge receipt of this memo and understand that failure to comply with UT Policies may lead to a continuation of the progressive disciplinary process, up to and including immediate termination.

cc: Human Resources

Merselegions

P 68

rom:

Winesburgh, Amanda Winesburgh

Sent:

Monday, April 12, 2021 9:28 AM

To:

West, Danny; Charland, Chris; Pratt, Brandon; Eppinger, Cathy; Hodge, Donnie; Tyler, Kenny; Wells, Michal; Ewing, Chelsie; Ellis, Tom M; Stephens, Linda Sue; McClellan,

Anthony; Corey, Debby; Flood, Kelli; Darger, Lisa; Henry, Rob; Battles, Kelsey

Subject:

Update on New Phones - FW: New Phones -Install Tomorrow

Good morning, it seems we have some issues with the new phones that were installed last week. I just got off the phone with telecom and they will work on getting this resolved before lunch time today.

Thank you for your patience, Amanda

From: Winesburgh, Amanda Winesburgh Sent: Wednesday, April 7, 2021 11:05 AM

To: West, Danny Panny-West@utc.edu; Charland, Chris Chris-Charland@utc.edu; Pratt, Brandon pratt@utc.edu; Eppinger, Cathy Cathy Cathy-Eppinger@utc.edu; Hodge, Donnie Donnie-Hodge@utc.edu; Tyler, Kenny <kenny-tyler@utc.edu</pre>; Wells, Michal Michal-Wells@utc.edu; Ewing, Chelsie Chelsie-Ewing@utc.edu; Ellis, Tom M <Tom-Ellis@utc.edu</pre>; Stephens, Linda Sue Linda-Stephens@utc.edu; McCiellan, Anthony <anthony-mcclellan@utc.edu</pre>; Corey, Debby Debby-Corey@utc.edu; Flood, Kelli Kelli-Flood@utc.edu; Darger, Lisa Lisa-Darger@utc.edu; Battles, Kelsey <kelsey-everett@utc.edu</pre>Subject: New Phones -Install Tomorrow

Good morning, I wanted to give everyone a heads up that you will be getting a new phone installed tomorrow by Telecom between the hours of 9-12. You will not need to be present for them to do this, and they will email everyone instructions on how to work the phone after the install. Each individual phone will take 10-15 minutes.

Have a great day, and let me know if you have any questions.

Amanda Winesburgh
Business Manager – Facilities Planning & Management
Administrative Service Building –Office #228K
Email: amanda-winesburgh@utc.edu
Office Phone# 423-425-5744
Dept# 3553

From: Eppinger, Cathy

Sent: Tuesday, July 5, 2022 2:04 PM

To: Pou, Laure

Subject: RE: Complaint

I have a doctor's appointment on this day.

From: Pou, Laure < laure-pou@utc.edu> Sent: Thursday, June 30, 2022 2:54 PM

To: Eppinger, Cathy < cathy-eppinger@utc.edu>

Subject: RE: Complaint

Hi, Cathy.

I apologize for the delay in getting back with you. After further consideration of what you have shared with me most recently, I think it would be best for Tom Ellis to join our meeting so you have an opportunity to engage him directly with the questions you have raised and the materials you have compiled. Given that you have shared that you also view Tom as a support to you during this time, I am hopeful a collective discussion with the three of us will be most helpful. Would you be available to meet next Thursday-July 7 at 4pm in Tom's office?

Regarding your question about sharing your concerns with your performance review and performance improvement plan more broadly, I am hopeful that the options I have outlined for you will enable review of the concerns you have brought forward through engagement of your division leadership (e.g., Tom Ellis, etc.). These interactions may help to provide clarity among questions you have posed and also review the documentation you have brought forward. I would recommend we walk through the suggested resources to determine what concerns remain for you following these discussions. However, employees do not need to seek approval to engage members of University leadership so you are welcome to communicate further with any individual or entity desired. Because you have identified Tom Ellis as a support resource for you, you may wish to begin your conversations with Tom and engage Interim Vice Chancellor Vicki Farnsworth as desired moving forward at this time.

Let me know if you will be able to meet <u>next week</u>.

Laure

From: Eppinger, Cathy <cathy-eppinger@utc.edu>

Sent: Thursday, June 23, 2022 8:13 AM **To:** Pou, Laure < <u>laure-pou@utc.edu</u>>

Subject: RE: Complaint **Importance:** High

Good morning Laure,



that you indicated disagreement with or requested additional information. Once this conversation takes place, if you still have concerns with the information sited in your performance evaluation you may request an administrative review from Tom Ellis or submit a rebuttal to Human Resources for record. I would be happy to continue to join these discussions with Anthony to support you.

Please let me know how you would like to proceed at this time and if it would be helpful to schedule a call to discuss further.

Laure



From: UTC Campus Information < UTCINFO@RAVEN.UTC.EDU > on behalf of Faires, Jennifer

Sent: Monday, June 13, 2022 1:29 PM
To: UTCINFO@RAVEN.UTC.EDU

Subject: [UTCINFO] Reminder: Join Academic Affairs for an Appreciation Brunch - Updated

Location - Tennessee Room, University Center

Good afternoon,

For your safety and comfort during the hot, humid weather, we have relocated this week's Wednesday brunch to the Tennessee Room in the University Center. We look forward to seeing you there!



The Academic Affairs Team invites you to join us for Brunch Wednesday, June 15, 2022 9 - 11 am Tennessee Room, University Center

RSVP Here

t, h, h, j



4

From:

Winesburgh, Amanda Winesburgh Thursday, April 15, 2021 9:29 AM

Sent: To:

Eppinger, Cathy

Subject:

2 New Bi-Weekly Payroll Staff

LXh.b.

Good morning Cathy, I wanted to update you on the two new hires that will be turning in bi-weekly payroll to you moving forward. The first entry for was done by me when you were out the other week, and this most recent one she didn't sign until this Monday and I had thought you had already keyed all the bi-weekly time so I entered hers and I have let them both know that they need to have their time sheets in the Friday before the pay period and will make sure that Danny knows to sign these and get them to you to be entered.

ositio: Temp/ Consultant – E047201 \$50.00 hourly reports to Danny West

Personnels / Position | Facilities Student Assistant –E047201 \$12.00

nourly - reports to Danny West

In the future when there are new people being brought on board I will email you as soon as they are active in IRIS, and will direct them to you for time sheet instructions if that works best for you?

Thanks so much,

Amanda

Pla. Note:

- This MonDay, April 12, 2021, SEE Eppropor Tomashord

- Stephens' Responsibility is to nothing Eppinger New Employees, AND According to Eppinger 34 phons Notified VID Phone

- LATEST to Easter Time is Welows Day, All
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Biweekly fime Report

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From:

Perutelli, Freddie

Sent:

Tuesday, May 11, 2021 12:09 PM

To:

Eppinger, Cathy

Subject:

RE: Bi-weekly Time Sheets

Good afternoon Cathy,

The time sheets should be approved by 10:30am, 11:00am at the absolute latest.

Thank you,

Freddie Perutelli
Total Compensation Specialist
University of Tennessee at Chattanooga
720 McCallie Avenue
Chattanooga, TN 37403
Phone: (423) 425-4473
Fax: (423) 425-4574



From: Eppinger, Cathy < Cathy-Eppinger@utc.edu>

Sent: Tuesday, May 11, 2021 11:34 AM

To: Perutelli, Freddie <freddie-perutelli@utc.edu>

Subject: Bi-weekly Time Sheets

Hi Freddie,

What is the latest to have time sheets approved on Wednesday?

Thanks,

Cathy Eppinger
Administrative Assistant III
Facilities Planning & Management
615 McCallie Avenue, Dept. 3553
Chattanooga, Tennessee 37403

Phone: 423-425-4018 Fax: 423-425-4749

Cathy-Eppinger@utc.edu



From: Betters, Jean

Sent: Wednesday, May 25, 2022 9:29 AM

To: Wood, David

Cc: UTC, Facilities Planning - Work Control

Subject: RE: Request to reserve the conference room on the second floor of Admin

Good morning Mr. Wood---

I have reserved the conference room, 202, for your meeting. Thank you!

Jean Betters, MSIS
Work Control Coordinator
Facilities Planning and Management
400 Palmetto Street, Dept. 3553
Chattanooga, TN 37403
Office: (423) 425-2254

From: Eppinger, Cathy <cathy-eppinger@utc.edu>

Sent: Wednesday, May 25, 2022 9:18 AM **To:** Betters, Jean < bgy322@tennessee.edu>

Subject: FW: Request to reserve the conference room on the second floor of Admin

Good morning Jean,

If possible, please assist Mr. Wood as you assisted Michelle Prince with conference room reservations.

From: Wood, David <<u>david-wood@utc.edu</u>>
Sent: Wednesday, May 25, 2022 8:53 AM
To: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>>

Subject: Request to reserve the conference room on the second floor of Admin

Good morning, Cathy,

The IT Infrastructure team would like to request to use the conference room on the 2nd floor of Admin from 1:00-2:30 today. Is that something you can assist me with?

Best,

David Wood | IT Admin/Analyst

The University of Tennessee Chattanooga

423-425-2727 (office) | david-wood@utc.edu

From: Eppinger, Cathy

Sent: Thursday, May 27, 2021 12:00 PM

To: Henry, Rob

Subject: RE: Conference room needed

You are welcome.

From: Henry, Rob < Robert-J-Henry@utc.edu> Sent: Thursday, May 27, 2021 11:59 AM

To: Eppinger, Cathy < Cathy-Eppinger@utc.edu>

Subject: RE: Conference room needed

Thank you Cathy.

Rob Henry

From: Eppinger, Cathy < Cathy-Eppinger@utc.edu>

Sent: Thursday, May 27, 2021 11:54 AM **To:** Henry, Rob < Robert-J-Henry@utc.edu > **Subject:** RE: Conference room needed

Hi Rob,

Yes, I have you locked in, and you own the conference room on June 9, 2021 from 10am - noon.

From: Henry, Rob < Robert-J-Henry@utc.edu > Sent: Thursday, May 27, 2021 11:49 AM

To: Eppinger, Cathy < <u>Cathy-Eppinger@utc.edu</u>>

Subject: Conference room needed

Importance: High

Cathy,

Can we schedule the conference room please on June 9th at 10:00am to 12PM?

Thank you,

Rob Henry
University of Tennessee at Chattanooga
Construction Services
O. 423-425-5969
C. 423-298-3102

Thanks & Happy Monday, Amanda

From: Eppinger, Cathy <cathy-eppinger@utc.edu>

Sent: Friday, October 29, 2021 3:05 PM

To: Winesburgh, Amanda <a manda-winesburgh@utc.edu>

Subject: RE: Conference Room

Thanks.

From: Winesburgh, Amanda <amanda-winesburgh@utc.edu>

Sent: Friday, October 29, 2021 3:03 PM

To: Eppinger, Cathy < cathy-eppinger@utc.edu>

Subject: RE: Conference Room

Great, thanks so much.

If I don't see you before you leave have a great weekend (It's suppose to rain most of the weekend and I know you love the rain!)

From: Eppinger, Cathy < cathy-eppinger@utc.edu >

Sent: Friday, October 29, 2021 2:55 PM

To: Winesburgh, Amanda <amanda-winesburgh@utc.edu>

Subject: RE: Conference Room

Hi Amanda.

I have you in for Monday, November 1st 10:30am-11:30am.

From: Winesburgh, Amanda <amanda-winesburgh@utc.edu>

Sent: Friday, October 29, 2021 1:21 PM

To: Eppinger, Cathy <cathy-eppinger@utc.edu>

Subject: Conference Room

Hello Cathy, can you let me know if I can book the conference room Monday (11/1)

from 10:30-11:30 for a TMA process meeting?

Thanks so much. Amanda



From: McClellan, Anthony

Sent: Tuesday, November 16, 2021 3:13 PM

To: Eppinger, Cathy

Subject: RE: Conference Room

Thanks.

Anthony McClellan
Executive Director, Facilities Planning & Operations
The University of Tennessee at Chattanooga



From: Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>> Sent: Tuesday, November 16, 2021 3:09 PM

To: McClellan, Anthony <anthony-mcclellan@utc.edu>

Subject: RE: Conference Room

Done

From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Tuesday, November 16, 2021 1:40 PM **To:** Eppinger, Cathy <<u>cathy-eppinger@utc.edu</u>>

Subject: Conference Room

I need to use the conference room on Monday, from 2:00pm-3:00pm. Can you reserve it for me?

Anthony McClellan
Executive Director, Facilities Planning & Operations
The University of Tennessee at Chattanooga



From: Eppinger, Cathy

Sent: Thursday, September 9, 2021 4:35 PM

To: Tyler, Kenny **Cc:** Parks, Matthew

Subject: RE: elevator meeting- conference room

Hi Kenny,

Yes, I have you scheduled for Monday September 27th, from 10:30-12pm.

From: Tyler, Kenny < kenny-tyler@utc.edu>
Sent: Thursday, September 9, 2021 4:04 PM
To: Eppinger, Cathy < Cathy-Eppinger@utc.edu>
Cc: Parks, Matthew < matthew-parks01@utc.edu>
Subject: FW: elevator meeting- conference room

Cathy,

Can you schedule the Conference Room for me on Monday, September 27th, from 10:30-12pm?

Thanks,

Kenny

From: Tyler, Kenny

Sent: Thursday, September 9, 2021 4:03 PM **To:** Parks, Matthew < mparks01@utk.edu > **Subject:** RE: elevator meeting- conference room

I will get it scheduled with her. thanks

From: Parks, Matthew <mparks01@utk.edu>
Sent: Thursday, September 9, 2021 4:01 PM
To: Tyler, Kenny <kenny-tyler@utc.edu>
Subject: elevator meeting- conference room

I poked my head in a couple of times to try to schedule the conference room, but she hasn't been around. I have to drive across town now, anyway you can schedule it for our meeting? Or if you have her email, that'd probably be helpful for future stuff.

Matthew B. Parks, AIA, NCARB

Staff Architect / Project Manager



From: Eppinger, Cathy

Sent: Friday, February 25, 2022 8:53 AM

To: West, Danny

Subject: FW: Conference Room Reservation Confirmation

Good morning Danny,

Final....it is reserved. See below ©

From: UTC Spaces <<u>Spaces@utc.edu</u>> Sent: Friday, February 25, 2022 8:52 AM

To: Eppinger, Cathy < cathy-eppinger@utc.edu> **Subject:** Conference Room Reservation Confirmation

Greetings!

We are pleased to confirm your reservation! Below you will find the details of your request. If you need to to change or cancel <u>Click Here</u>. All of your requests can be managed under the "My Events" section of Virtual EMS.

Reservation ID: 215957

Group: Facilities Planning and Managerment

Date	Start	End	Building	Room	Status
2/28/2022	11:00 AM	12:00 PM	Administrative Services	Admin 202	Confirmed Reservation

This is an automatically generated confirmation. If you have general questions about VirtualEMS, check out our <u>Knowledge Base</u> for walkthroughs and answers to FAQs.

If you have any additional information that you think will help us to assist you, please feel free to reply to this email.



From:

McClellan, Anthony

Sent:

Tuesday, August 17, 2021 2:20 PM

To:

Chesnutt, Joey; Hood, Kenneth; Eppinger, Cathy; Battles, Kelsey; Winesburgh, Amanda

Winesburgh; Stephens, Linda Sue

Cc:

Corey, Debby

Subject:

Motorpool Invoices

Good afternoon,

This is a heads up that I've authorized Debby Corey to enter Motorpool invoices directly into IRIS for payment. Also, in anticipation of the department making much needed revisions to our invoicing processes, I've advised Debby to refrain from using FPM Ledgers to log these invoices.

Thanks and let me know if you have any questions.

Anthony McClellan

Executive Director of Facilities Operations

The University of Tennessee at Chattanooga







From: McClellan, Anthony <anthony-mcclellan@utc.edu>

Sent: Tuesday, October 5, 2021 2:22 PM

To: Corey, Debby; McGraw, Corey; Hodge, Donnie; Charland, Chris; Eppinger, Cathy

Cc: Ellis, Tom M
Subject: HR items in IRIS

Good afternoon,

Just a heads up. All new hire paperwork, extended leaves, and terminations as entered in IRIS will be routed thru Amanda for processing. This is an item for which Mrs. Sue previously had positional authority over. The Business Manager will have responsibility for performing this function going forward. This was a directive given to me by Tom during last Wednesday's staff meeting. I realized on Monday that I had forgotten to relay this. This mostly affects Corey, due to his departmental structure, and Cathy because she assisted Mrs. Sue in accomplishing this item. All the other HR items will follow their normal course.

Let me know if you have any questions.

Anthony McClellan
Executive Director of Facilities Operations
The University of Tennessee at Chattanooga



造	AkitaJohnson_BuildinSvs.pdf	11/26/2019 5:00 PM	Adobe Acrobat D	52 KB
7	Bereavement_McGraw.pdf	3/18/2019 2:30 PM	Adobe Acrobat D	430 KB
	Building ServiceTimeOff.docx	2/22/2019 9:33 AM	Microsoft Word D	12 KB
	ChantalSmith_Building Services.pdf	12/19/2019 5:37 PM	Adobe Acrobat D	435 KB
	ChantalSmith_BuildinSvs.docx	11/26/2019 5:40 PM	Microsoft Word D	15 KB
	CherylMoore_FootSurgeryBService.pdf	11/27/2017 3:46 PM	Adobe Acrobat D	22 KB
٤	CMcCRAW_Mr. FPierce.pdf	10/10/2018 11:12	Adobe Acrobat D	269 KB
	Corey McGraw.pdf	6/16/2017 9:03 AM	Adobe Acrobat D	58 KB
	Corey.docx	8/10/2018 8:21 AM	Microsoft Word D	14 KB
	Corey_Employee.docx	4/5/2018 5:07 PM	Microsoft Word D	8 KB
	CoreyMcGRaw_JOhnson.docx	2/13/2018 11:09 A	Microsoft Word D	14 KB
	CoreyMcGraw_LetterHead.docx	5/1/2017 10:22 AM	Microsoft Word D	16 KB
	CoreyMcGraw_LetterHead.pdf	5/1/2017 9:59 AM	Adobe Acrobat D	62 KB
	CoreyMcGraw_Supervisor.pdf	6/9/2017 2:16 PM	Adobe Acrobat D	873 KB
	Corey's Copy.pdf	6/10/2020 9:21 AM	Adobe Acrobat D	57 K8
	DagbirSeke_BuildingSvs.pdf	6/21/2019 3:51 PM	Adobe Acrobat D	290 KB
(<u>}</u>	Donna Robinson_Building Svs.pdf	6/21/2019 3:50 PM	Adobe Acrobat D	320 KB
£	$Final Written Warnings_Gloria Adams.pdf$	10/8/2018 2:11 PM	Adobe Acrobat D	306 KB
4	FrankPMcGraw.pdf	3/5/2019 12:34 PM	Adobe Acrobat D	159 KB
	Hazelray_BuildingSvs.pdf	10/4/2019 5:29 PM	Adobe Acrobat D	83 KB
	HazelrayK_BuildingSvs.docx	10/7/2019 8:21 AM	Microsoft Word D	15 KB
	HudsonLBUIDSERV.docx	10/14/2019 11:52	Microsoft Word D	15 KB
4	HudsonLBUIDSERV.pdf	10/14/2019 11:42	Adobe Acrobat D	67 KB
	HudsonLBuildServCorrection.docx	10/14/2019 11:56	Microsoft Word D	19 KB
(£)	JanaQuinn_FMLA.pdf	12/17/2019 10:15	Adobe Acrobat D	82 KB
(F)	Jason Gamble_CMcGraw.pdf	12/13/2017 2:00 PM	Adobe Acrobat D	15 KB
	Lanette Hudson_Building Svs.pdf	6/21/2019 3:50 PM	Adobe Acrobat D	333 KB
	Marlon Carter_Building Svs.pdf	6/21/2019 3:51 PM	Adobe Acrobat D	299 KB
	McCraw_Supervisor.pdf	1/5/2018 2:45 PM	Adobe Acrobat D	30 KB
	MyraArmstrong_BuildingSvs.docx	2/23/2022 10:00 A	Microsoft Word D	9 KB
(F)	Myra Armstrong_Building Svs.pdf	2/23/2022 9:59 AM	Adobe Acrobat D	71 K8
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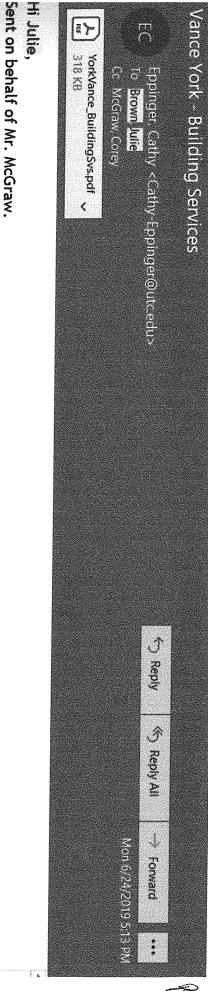
UTC Letter head From

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RoyKeith_BuildingSvs_McGraw.pdf	1/21/2022 4:06 PM	Adobe Acrobat D	316 KB
SheridonYSmith_Retrirement_NOTIFICATI	12/4/2017 10:05 A	Adobe Acrobat D	108 KB
SmithC_BUIDSERV.docx	10/14/2019 12:09	Microsoft Word D	15 KB
SmithC_BUIDSERV.pdf	10/14/2019 11:43	Adobe Acrobat D	67 KB
Tenisha Hudgins_BuildinSvs.docx	11/26/2019 5:35 PM	Microsoft Word D	14 K8
WD_McGraw.docx	6/16/2017 9:06 AM	Microsoft Word D	14 KB
YorkVance_BuildingSvs.pdf	6/24/2019 5:09 PM	Adobe Acrobat D	318 KB





Cathy Eppinger

Administrative Assistant III

Facilities Planning & Management

515 McCallie Avenue Dept 2552

Thanks,

attachment

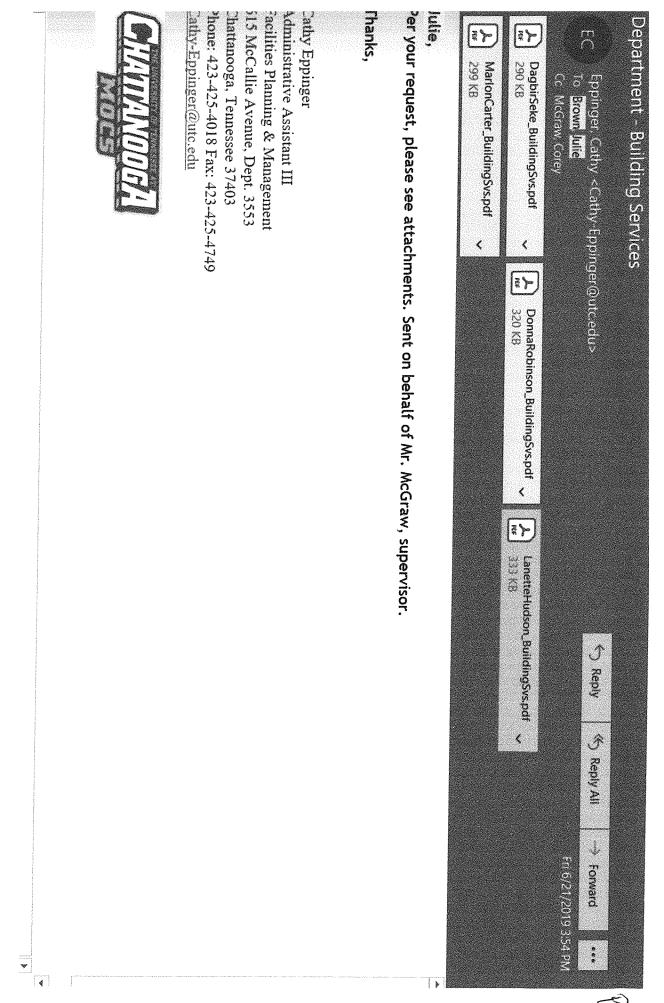
Facilities Planning & Management 515 McCallie Avenue, Dept. 3553
Chattanooga, Tennessee 37403
Phone: 473,475,4016 Fem. 473,475

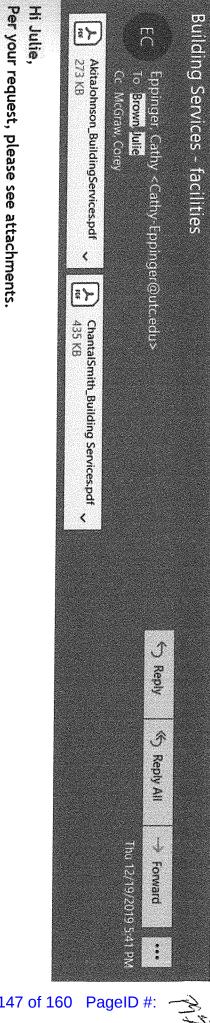
Phone: 423-425-4018 Fax: 423-425-4749

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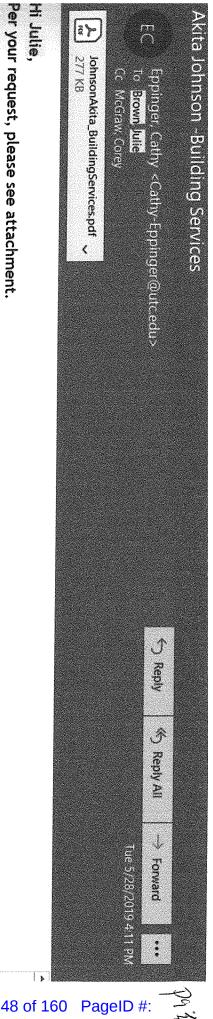




Cathy Eppinger
Administrative Assistant III
Facilities Planning & Management
615 McCallie Avenue, Dept. 3553
Chattanooga, Tennessee 37403
Phone: 423-425-4018 Fax: 423-425-4749
Cathy-Eppinger@utc.edu

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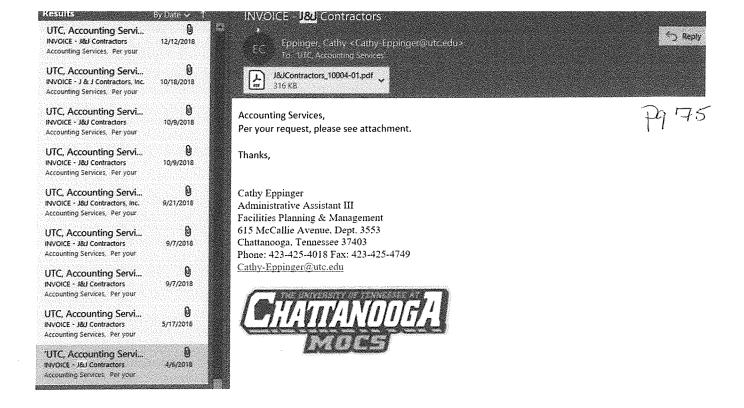


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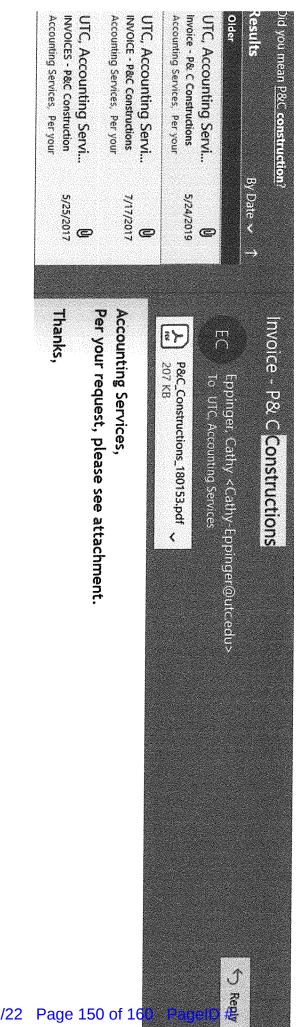


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Construction INVIVIORS RELIAND From My
DIFFY duties
See Next 2 72925



Older		Eppinger, Cathy <cathy-eppinger@utc.edu></cathy-eppinger@utc.edu>		
UTC, Accounting Servi Invoice - P& C Constructions Accounting Services, Per your	() 5/24/2019	P&C_Constructions_180153.pdf 207 KB		
UTC, Accounting Servi INVOICE - P&C Constructions Accounting Services, Per your	0 7/17/2017	Accounting Services, Per your request, please see attachment.		
UTC, Accounting Servi INVOICES - P&C Construction Accounting Services, Per your	0 5/25/2017	Thanks,		

From:

Eppinger, Cathy

Sent:

Friday, November 5, 2021 9:59 AM

To:

keppingr@bellsouth.net

Subject:

FW: Employee Resignation - FW: Termination of Bean, Joshua J was approved.

----Original Message----

From: Winesburgh, Amanda Winesburgh < Amanda-Winesburgh @utc.edu>

Sent: Tuesday, October 5, 2021 12:26 PM

To: Eppinger, Cathy < Cathy-Eppinger@utc.edu>

Subject: RE: Employee Resignation - FW: Termination of Bean, Joshua J was approved.

I entered this directly in IRIS, but also sent HR a copy of the resignation to Sara Harper via email.

----Original Message----

From: Eppinger, Cathy < Cathy-Eppinger@utc.edu>

Sent: Tuesday, October 5, 2021 11:32 AM

To: Winesburgh, Amanda Winesburgh < Amanda-Winesburgh@utc.edu>

Subject: RE: Employee Resignation - FW: Termination of Bean, Joshua J was approved.

Who completed the termination?

——Original Message---From: Winesburgh, Amanda Winesburgh < Amanda-Winesburgh@utc.edu>

Winesburgh, Amanda Winesburgh < Amanda-Winesburgh@utc.edu>

Winesburgh.

To: Eppinger, Cathy < Cathy-Eppinger@utc.edu>

Subject: Employee Resignation - FW: Termination of Bean, Joshua J was approved.

Hello Cathy, I just wanted to let you know that Joshua J Bean (P# 408189) in the Central Energy plant resigned on October 1st. He has already been terminated in IRIS but I thought you should know so you won't be looking for a time sheet from him. We will be re-posting this job soon so hopefully Donnie will be able to replace is position quickly.

Thanks,

Amanda

----Original Message----

From: Workflow System < WF-BATCH@tennessee.edu>

Sent: Tuesday, October 5, 2021 11:23 AM

To: Amanda Atkins-Winesburgh <BXD665@tennessee.edu>

Subject: Termination of Bean, Joshua J was approved.

The Termination Request Form for Bean, Joshua J has been fully approved and processed.

From:

Workflow System <WF-BATCH@tennessee.edu>

Sent

Thursday, September 16, 2021 9:38 AM

To:

Ellis, Tom M; Eppinger, Cathy

Subject:

Termination of Sanders, Roland Edward rejected.

The Termination Form for Sanders, Roland Edward was rejected by Wharton, Angela Riggins for the following reason:

The retirement date for this employee with TCRS is 9/1/2021. Last paid date worked/paid should be 08/31/2021. Thanks.

From: Workflow System <WF-BATCH@tennessee.edu>

Sent: Thursday, September 16, 2021 10:27 AM

To: Eppinger, Cathy

Subject: Termination of McConnell Jr, Christopher Edward wa

The Termination Request Form for McConnell Jr, Christopher Edward has been fully approved and processed.

From:

Eppinger, Cathy < Cathy-Eppinger@utc.edu>

Sent:

Friday, April 9, 2021 8:44 AM

To:

McDonough, Brandon; Harper, Sara

Cc:

Hodge, Donnie

Subject:

FW: From UTC HR: ETERM Start Request: Christopher Weiss

Good morning, Team and FYI

I completed this on April 8th. I have plans to complete time sheet asap (see below).

FYI: A Termination Request Form for the employee described below was submitted to the IRIS Workflow System and is being routed for approval.

Name: Weiss, Christopher Personnel Number: 00376895 Effective Date: 04/08/2021

Termination Reason: Personal reasons Cost Center: E047210 - REPS & MAINT

From: Human Resources <no-reply@sharepointonline.com>

Sent: Friday, April 9, 2021 8:29 AM

To: McDonough, Brandon < Brandon-McDonough@utc.edu>; Eppinger, Cathy < Cathy-Eppinger@utc.edu>; Harper, Sara

<sara-j-harper@utc.edu>

Subject: From UTC HR: ETERM Start Request: Christopher Weiss

Hello.

If you have not already done so, please start the ETERM transaction in IRIS for **Christopher Weiss** to reflect a last working day at UTC of Wednesday, April 7, 2021. As a reminder, UT Policy requires employees work on their last working day.

Additionally, please enter all employee timesheet entries as soon as possible after they end their employment. Annual leave cannot be paid to them until all time is entered and approved.

Here are directions on how to start the e-termination (ETERM) transaction in IRIS.

- Enter and approve all time up to their last paid date. (If you are waiting for their timesheet, please still go ahead and start the e-termination in IRIS so it can go through workflow approvals.)
- 2. In the IRIS screen: ZPTERM000 Termination Request
- 3. Type in terminating employees personnel # > create
- 4. Type: 10 Termination or 11 Retirement

- 5. Reason: (pick a reason from menu) If the employee is transferring to another <u>State</u>

 Agency, the reason code must be <u>12 Empl. State of TN or TBR instit.</u>
- 6. Last Day To Be Paid: Termination date (last day worked)
- 7. Annual Leave: Leave Blank
- 8. Submit for Approval

It is not necessary to reply to this email to confirm submission of the ETERM transaction.

If you have any questions, please contact our office at (423) 425-4221.

Thank you, UTC HR Team

(Supervisor ETERM Notification)

REPLIES TO THIS EMAIL WILL NOT BE RECEIVED. PLEASE EMAIL <u>TERMINATIONS@UTC.EDU</u> TO CONTACT UTC HUMAN RESOURCES.

From: Eppinger, Cathy <Cathy-Eppinger@utc.edu>

Sent: Thursday, August 26, 2021 10:52 AM

To: Charland, Chris
Cc: Johnson, Jina

Subject: RE: Victor Nunes PN 396299

Hi Team,

Employee Termination has been completed.

From: Charland, Chris < Chris-Charland@utc.edu>
Sent: Wednesday, August 25, 2021 8:26 AM
To: Eppinger, Cathy < Cathy-Eppinger@utc.edu>

Subject: FW: Victor Nunes PN 396299

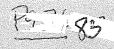
From: Johnson, Jina <<u>Jina-Johnson@utc.edu</u>>
Sent: Tuesday, August 24, 2021 4:53 PM
To: Charland, Chris <<u>Chris-Charland@utc.edu</u>>

Subject: Victor Nunes PN 396299

Hello Chris. We have been notified by UT system that Victor Nunes PN 396299 has not been paid since January 12, 2021. Could you all submit the e-form to terminate this employee since he has not paid since January. Thanks.

Jina Johnson
UTC Human Resources
Total Compensation & Payroll Specialist
615 McCallie Avenue
Chattanooga, TN 37403
423-425-4014

RECURRING DUTIES



> Daily

- o Process-COPY-Enter Invoices into shadow budget-File
- Keep track of pending charges

Biweekly - PAYROLL

- o Entering biweekly TIMESHEETS
- o Payroll Distribution Report -ZPR_CC_WBS_DIST
 - Shows who was paid and amount from a particular account. RUN THIS
 AFTER EACH PAY PERIOD AND/OR MONTH END AND ATTACH TO
 LEDGERS.
- O Detailed Check Register ZPR_DETAIL_CHECK_REG
 - This report shows a breakdown of the individuals and their paycheck amounts and which accounts they hit, it should be RUN 2 DAYS PROOR to payday to make sure everyone is getting paid. Each department must run this report and sign it.

➤ Monthly - PAYROLL

- Entering monthly TIMESHEETS
- Payroll Distribution Report -ZPR_CC_WBS_DIST
 - Shows who was paid and amount from a particular account. RUN TO AFTER EACH PAY PERIOD AND/OR MONTH END AND ATTACH TO LEDGERS.
- Detailed Check Register ZPR_DETAIL_CHECK_REG
 - This report shows a breakdown of the individuals and their payched amounts and which accounts they hit. It should be RUN 2 DAYS PROP payday to make sure everyone is getting paid. Each department must this report and sign it.

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> Monthly - BUDGET

- o Reconciling Monthly Ledgers Dept Head Signature
 - ZFM_UT_LEDGER University Ledger ***New*** this is the ledger they want you to use for reconciling and signatures, however isn't useful until after the month closes in Knoxville, usually after the 7th or 8th of the month (sometimes sooner).
 - Directors/Department Heads need to sign off on each ledger after admin reconciles them.
 - These ledgers must be filed and kept for 6 years according to Fiscal Policy.

> Monthly PROCUREMENT CARD

- Reconciling-Verifying-Approving Procurement Card
 - ZPOS Procurement Card Statement This is where to print the document for signature.
 - FBV2 Is where you make changes and erase the NOT in front of RECONCILED. And mark "Complete" to send to approvals where Department Head will approve.

> Summer

 Year-end close out – make sure end of year invoices get in on time to hit the correct month.



587

	FACILITIES	S DEPARTME	NT PHONE NUMBERS as of JUNE 2022	
	RADIO #		EMPLOYEE NAME	CAMPUS PHON
ASST. VICE CHANCELLOR	1	309-4192	TOM ELLIS	4687
EXECUTIVE DIRECTOR	2	618-971-6204	ANTHONY MCCLELLAN	5103
BUSINESS MANAGER		423-598-2560	AMANDA WINESBURGH	5744
ACCOUNTING ASST.			CHRIS BEAVERS	4803
BUDGET		398-0633	SUE STEPHENS	4734
ADMIN. SUPPORT ASST.		1 000 0000	CATHY EPPINGER	4018
ENGINEERING SERVICES DIR.	3	A22 087 2227	CHELSI EWING	4060
SPACE MANAGER	+	580-2444	KELLI FLOOD	5335
SUSTAINIABILITY COORDINATOR		300-24-14	VACANT	
CONSTRUCTION SERVICES DIR.	9	619-6408		5916
PROJECT SUPPORT SPECIALIST			DANNY WEST	2002
	80		BRANDON PRATT	2675
PROJECT COORDINATOR		423-298-3102	ROB HENRY	5969
PROJECT COORDINATOR	<u>-</u>		VACANT	4528
WORK CONTROL MANAGER	8	423-619-0595	MICHAL WELLS	4075
WORK CONTROL SPECIALIST	6		KELSEY BATTLES	2250
WORK CONTROL COORDINATOR	7		KEN HOOD	4500 / 4521
WORK CONTROL COORDINATOR	7	423-255-7465	JEAN BETTERS	2254 / 4521
STOREROOM BUYER			JOEY CHESTNUT	4524
ASSOCIATE BUYER			MICHELLE SEYMOUR	5274
MOTORPOOL COORDINATOR		706-264-4059	DEBBY COREY	5298
MOTORPOOL		554-3832	BILL BEAUREGARD	5331
LANDSCAPING SUPERVISOR	73	432-4207	CHRIS CHARLAND	2368
LANDSCAPING/MOTORPOOL ASST.	75		CHARLES BERRY	
BUILD. SERVICES SUPERVISOR	45	423-260-5441	COREY MCGRAW	5254
CUSTODIAL EVENING SHIFT			KEVIN ODOM	02.07
CUSTODIAL ASST. SUPERVISOR		356-7184	DONNA BONNER	
MOVES FOREMAN	48	315-2067	ADARYLL CLAY	
MAINT & OPER SUPERINTENDENT	5	488-8642	DONNIE HODGE	
ASSIT. M&O SUPERINTENDENT	4	400-0042		4033
		050 005 4440	CHRIS TURNER	4803
ELECTRICAL FOREMAN	20	256-605-1118	BRIAN VANN - ELECTRICAL SHOP FORMAN	5244
	22		MICHAEL TWOMEY	5505
	23		ADRIEN GUSTUS	5505
	25		CHAD SMITH	5505
	26		VACANT	5505
CARPENTRY & SIGN FOREMAN	62	423-298-5340	SCOTT SAMMONS - CARPENTRY & SIGN SHOP FOREMAN	4671
CARPENTRY SHOP	65		STEVE HEBERT	4800
SIGN SHOP	66	774-2384	DAVID TUGGLE	1720
	67		CHRIS BOLENBAUGH	4671
	68		ROGER (TREY) COSTNER	4671
KEY SHOP	60		BUD SISLER	5928
CEY SHOP	59		VACANT	5928
SUPERVISOR (HVAC & PL)	10	423-321-9307		2182
IVAC SHOP	11		MIKE PARHAM - HVAC SERVICE CALLS	
	12		DAVID KING - HVAC CONTROLS	**************************************
	14		NICHOLAS (NICK) RIEHLE	4800
	15		JERRY BALL - HVAC PM	4800
	13		JUNIT DALL - NAMO FM	4000
	17		BANTO 701 AV. LIMAC BRAINTENANCE	······································
***			MATO ZGLAV - HVAC MAINTENANCE	
I HADING CHOD	18		COLEMAN BEATTY	
LUMBING SHOP	31		BILLY JACKSON 2nd PLUMBER	4800
	32		JEROME MORGAN 1st PLUMBER	4800
ENTRAL ENERGY PLANT			BRANDON MCDONOUGH - CEP SUPERVISOR	4345
AFETY			Any gas smells, call Robert Mullins 618-9833	5741
EAK PEST CONTROL (was Sentinel)			BERRY CARROLL	595-8847
URPLUS			MIKE MYERS	4732